

Final w/ signatures



USDA, Forest Service

OMB 0596-0239
FS-1500-36b

a FS Agreement No. 17-GN-11100554-065

Cooperator Agreement No. _____

**GOOD NEIGHBOR AGREEMENT
SUPPLEMENTAL PROJECT AGREEMENT
To
MASTER GOOD NEIGHBOR AGREEMENT #17-GN-11100100-004
BETWEEN
THE STATE OF ALASKA
DIVISION OF FORESTRY
AND THE
USDA, FOREST SERVICE
TONGASS NATIONAL FOREST**

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between ALASKA DIVISION OF FORESTRY, hereinafter referred to as "the State," and the USDA, Forest Service, TONGASS NATIONAL FOREST, hereinafter referred to as the "U.S. Forest Service," under the authority of the Agricultural Act of 2014, Pub. L. 113-79, section 8206, 16 USC 2113A, (Good Neighbor Authority) and specified under the provisions of Master Good Neighbor Agreement #17-GN-11100100-004. The CFDA for this agreement is 10.691.

Title: Good Neighbor SPA for Forest Restoration Services - Kosciusko

Authorized Activities: Only authorized forest, rangeland, and watershed restoration services are allowed under this SPA which includes activities to treat insect and disease infected trees; activities to reduce hazardous fuels; and any other activities to restore or improve forest, rangeland, and watershed health, including fish, and wildlife habitat. Services not allowed under this SPA includes construction, reconstruction, repair, or restoration of paved or permanent roads or parking areas and construction, alteration, repair, or replacement of public buildings or works; as well as projects in wilderness areas, wilderness study areas, and lands where removal of vegetation is prohibited or restricted. Road maintenance and construction and decommissioning of temporary roads necessary to implement restoration or improvement projects are allowed. Timber Sales may be conducted on National Forest System (NFS) lands as approved in Appendix D of this SPA.

I. GENERAL PROJECT DESCRIPTION

The State and the U.S. Forest Service enter into this agreement as a cooperative effort to perform forest, rangeland, and watershed restoration services including activities on and off National Forest lands to treat insect and disease infected trees; activities to reduce hazardous fuels; and any other activities to restore or improve forest, rangeland, and watershed health, including fish, and wildlife habitat. This agreement covers the entire suite of activities that meet the goals and objectives identified in the December 2016 Amended Tongass Land Management Plan (Forest Plan) and that are authorized under Good Neighbor Authority.



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

II. RESPONSIBILITIES:

A. The State shall:

1. Collaborate with the Forest Service in development of the Statement of Work (SOW) as described in II. C.1. of this document.
2. Perform the activities described in the SOW, attached as Appendix A, and the Timber Removal Plan, Appendix D, if attached. As appropriate, work will comply with requirements of the National Environmental Policy Act (NEPA) decision as well as provided or approved silvicultural prescriptions and timber designation guides. The State shall utilize the information provided by the Forest Service to comply with Federal regulations including the protection of federal resources, permitted uses and forest product accountability.
3. **FINANCIAL STATUS REPORTING.** A Federal Financial Report, form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted Quarterly. These reports are due 30 days after the reporting period ending March 31, June 30, September 30, and December 31. The final SF-425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 90 days from the expiration date of the Good Neighbor Agreement. These forms may be found at www.whitehouse.gov/omb/grants_forms.
4. Report timber sales monthly, including total harvest volumes to the U.S. Forest Service.
5. Remit payment of the bill for collection, for the approved rate for timber harvested within 30 days of receipt of the bill for collection. Payments should be sent to the address shown on the bill for collection.
6. Monitor the use of Program Income and report Program Income values and use to the U.S. Forest Service at least annually. The State must receive prior approval from the U.S. Forest Service for activities in which the State will require reimbursement of funds from the U.S. Forest Service, before performing reimbursement activities.

B. The U.S. Forest Service shall:

1. Collaborate with the State in development of the SOW as described in II. C.1. of this document.



2. Perform the activities described in the SOW, attached as Appendix A, and the Timber Removal Plan, Appendix D, if attached. The Forest Service must be involved in the development and implementation of any work performed on NFS lands.
3. Complete all necessary NEPA requirements. Any decision required to be made under NEPA with respect to any authorized restoration services to be provided under this agreement on NFS lands shall not be delegated to the State.
4. Provide information to the State, such as NEPA mitigation or requirements; silviculture prescriptions and timber designation guides; and locations of protected resources as necessary to comply with federal law, regulation, and policy.
5. Ensure appropriate boundary line determination and designation is completed prior to implementation of project activities.
6. Bill the State monthly for all timber reported harvest by the State. Payment is due within 30 days of the date of billing. Bill for Collection will be sent to:

Alaska Division of Forestry
Karlyn Herrera
550 W 7th Ave. Suite 1450
Anchorage, AK 99501
907-269-8477
FAX: 907-269-8931
Email: karlyn.herrera@alaska.gov

General billing flow process:

The State sends statement to U.S. Forest Service.

The U.S. Forest Service enters information into the TSA program

A Bill for collection is generated and sent to the State.

The State submits payment.

7. Consistent with all sales of NFS timber, the U.S. Forest Service shall provide for the review of sale preparation work by competent, experienced specialists. The review must determine that sale preparation followed the provided or approved Silviculture prescription and standard operating procedures, as agreed to in Appendix F, and other resource protection requirement or guidance for sale preparation. The review must include on-the-ground review for quality and compliance with environmental analysis for a sample of the sales as determined in the Scope of Work. See Appendix F.

C. It Is Mutually Understood and Agreed By And Between The Parties That:



1. **JOINT STATEMENT OF WORK (SOW).** Both parties will collaborate in the development of a SOW, which will be incorporated and made a part of this agreement. (Appendix A). At a minimum, the SOW must clearly provide a plan of operations and quality control for project work, identify activities to be performed, and the responsible party. The funding for those activities will correspond to and be reflected in the financial plan. A timeline for the work activities should be included to serve as a monitoring tool for both parties, and to help ensure completion of the work within the period of performance of the SOW. The work described in the SOW must reflect the activities approved in the applicable NEPA document and any mitigation activities identified therein.
2. **AVAILABILITY FOR CONSULTATION.** Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
3. **ADVANCE AND REIMBURSABLE PAYMENTS.** Advance and reimbursable payments are approved under this SPA. The U.S. Forest Service shall reimburse the State for the Forest Service's share of actual expenses incurred, not to exceed \$283,017 as shown in the Financial Plan. Only costs for those project activities approved in (1) the initial agreement, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and must be submitted no more than monthly. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations.

Advance payments must not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. If the State receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the Forest Service can approve the request for payment. Any funds advanced, but not spent, upon expiration of this agreement must be returned to the Forest Service.

The Program Manager reserves the right to request additional information prior to approving a payment:

The invoice must be sent by one of three methods (email is preferred):

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: FS PROGRAM MANAGER

4. **LIMITATION OF FUNDS.** U.S. Forest Service funds in the amount of \$283,017 are currently available for performance of this agreement through September 30, 2024. U.S. Forest Service ability to provide additional funding 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 above this amount until the State receives notice of availability confirmed in a written modification by the U.S. Forest Service.
5. **OVERPAYMENT.** Any funds paid to the State in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the State to the U.S. Forest Service:

- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned.

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

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the State.
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.

6. **NON-FEDERAL STATUS FOR STATE PARTICIPANT LIABILITY.** The State agree(s) that any of their employees, volunteers, sub-recipients, contractors, and participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the State hereby willingly agrees to assume these responsibilities to the extent allowed by state law.

Further, the State shall provide any necessary training to their employees, volunteers, sub-recipients, contractors, and participants to ensure that such personnel are capable of performing tasks to be completed. The State shall also



supervise and direct the work of its employees, volunteers, and participants performing under this SPA.

7. CONTRACT REQUIREMENTS. When procuring property and services under this Master Agreement, the State must follow the same policies and procedures it uses for procurements from its non-Federal funds, as described in 2 CFR 200.317.
8. 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.
9. PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of activities described in the SOW to ensure that performance goals are being achieved.

Performance reporting shall be consistent with 2 CFR 200.327 and .328.
Performance reports shall contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. 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,

The State shall submit quarterly performance reports. These reports are due 60 days after the reporting period. The final performance report shall be submitted either with the State's final payment request, or separately, but not later than 90 days from the expiration date of this SPA.

10. COORDINATION OF LAW ENFORCEMENT. Either party to this agreement shall provide to the other party, any and all reports of violations of law cited within the project area or otherwise associated with the activities of the agreement.
11. GOVERNMENT-FURNISHED PROPERTY. The State may only use Forest Service property furnished under this SPA for performing tasks assigned in this SPA. The State shall not modify, cannibalize, or make alterations to Forest Service property. A separate document, Form AD-107, must be completed to document the loan of Forest Service property. The Forest Service shall retain title to all Forest Service-furnished property. Title to Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

*Partner Liability for Government Property.*

1. Unless otherwise provided for in this SPA, the State shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this agreement, except to the extent of State law when any one of the following applies—
 - a. The risk is covered by insurance or the State is 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 the State's managerial personnel. The State's managerial personnel, in this clause, means the State's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the State's business; all or substantially all of the State's operation at any one plant or separate location; or a separate and complete major industrial operation.
 2. The State shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. The State 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. The State 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, the State shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of assignment in favor of the Government in obtaining recovery.
12. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction or with approval of the Forest Service become property of the United States. These improvements are be subject to the same regulations and administration of the Forest Service as would other National Forest improvements of a similar nature. No part of this SPA entitles the State to any interest in the improvements, other than the right to use and enjoy them under applicable Forest Service regulations.
13. USE OF GOVERNMENT OWNED VEHICLES. U.S. Forest Service vehicles may be used by the State employees or State participants for official U.S. Forest Service business only accordance with FSH 7109.19, chapter 60, the requirements established by the region in which performance of this agreement takes place, and the terms of this agreement.

This provision also applies to the use of specialized fleet equipment, as defined in the aforementioned Handbook reference, for the performance of this Agreement. The State shall ensure that employees of the State fulfill State requirements



(licensing or certification) for the operation of such equipment. The U.S. Forest Service will provide State employees using U.S. Forest Service equipment with localized orientation and applicable safety briefings, excluding licensing and certification training for said equipment.

14. **FUNDING EQUIPMENT.** Federal funding under this agreement is not available for reimbursement of the State'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 1 year.

15. **AGREEMENT CLOSE-OUT.** Within 90 days after expiration or notice of termination the parties shall close out this SPA.

Any unobligated balance of cash advanced to the State or unexpended program income must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 2 CFR 200.343.

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

If this SPA 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.

16. **TERMINATION BY MUTUAL AGREEMENT.** This SPA may be terminated, in whole or part, as follows:

1. When the U.S. Forest Service and the State 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 either party 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 SPA will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate this SPA in its entirety.

3. Upon termination of an agreement, the State shall not incur any new obligations for the terminated portion of this SPA after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to the State for the U.S. Forest Service share that cannot be cancelled and were properly incurred by the State up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.



17. ADVANCED PAYMENT FOR TIMBER. Advance payment to the U.S. Forest Service for timber harvest is not required under the Good Neighbor Agreement. 36 CFR 223.34 requires that all sales contracts provide for payment or satisfactory payment guarantee in advance of harvest. Good Neighbor Agreements are not sales contracts; therefore, the U.S. Forest Service will accept this signed agreement as documentation that the State stands behind the agreement with the full faith and credit of the State

III. CONTACTS & TIME LIMITS:

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal State Contacts:

<u>State Program Contact</u>	<u>State Administrative Contact</u>
Name: Jim Elcazer Address: 550 W 7 th Ave. Suite 1450 City, State, Zip: Anchorage, AK 99501 Telephone: 907-205-8687 FAX: 907-269-8931 Email: jim.elcazer@alaska.gov	Name: Karlyn Herrera Address: 550 W 7th Ave. Suite 1450 City, State, Zip: Anchorage, AK 99501 Telephone: 907-269-8477 FAX: 907-269-8931 Email: karlyn.herrera@alaska.gov

Principal U.S. Forest Service Contacts:

<u>U.S. Forest Service Program Manager Contact</u>	<u>U.S. Forest Service Administrative Contact</u>
Name: Tyler Gunn, Deputy District Ranger Address: P.O. Box 19001 City, State, Zip: Thorne Bay, AK 99901 Telephone: 907-828-3210 FAX: 907-828-3309 Email: tgunn@fs.fed.us	Name: Pamela Ward Address: 90-F Glenda Trace #420 City, State, Zip: Newnan, GA 30265 Telephone: 470-215-3437 FAX: 770-872-0957 Email: pamelaward@fs.fed.us
<u>U.S. Forest Service Contracting Officer Contact</u>	<u>U.S. Forest Service Timber Management Officer Contact</u>
Name: Ted Sandhofer, Timber Contracting Officer Address: P.O. Box 309 City, State, Zip: Petersburg, AK 99833 Telephone: 907-772-5978 FAX: 907-772-5893 Email: tsandhofer@fs.fed.us	Name: Nicholas Reynolds, Timber Management Assistant Address: P.O. Box 19001 City, State, Zip: Thorne Bay, AK 99919 Telephone: 907-828-2336 FAX: 907-828-3309 Email: nwreynolds@fs.fed.us



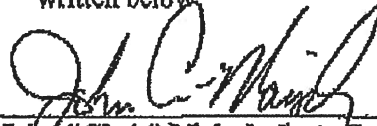
U.S. Forest Service Silviculture Contact	U.S. Forest Service Geology Contact
<p>Name: Mike Sheets, Silviculturist Address: P.O. Box 19001 City, State, Zip: Thorne Bay, AK 99919 Telephone: 907-828-2336 FAX: 907-828-3309 Email: rsheets@fs.fed.us</p>	<p>Name: Jim Baichtal, Geologist Address: P.O. Box 19001 City, State, Zip: Thorne Bay, AK 99919 Telephone: 907-828-3248 FAX: 907-828-3309 Email: jbaichtal@fs.fed.us</p>

- B. **PERIOD OF PERFORMANCE.** This SPA is executed as of the date of the Forest Service signatory official signature.
The start date of this award is the date of the Forest Service signatory official signature. The end date, or expiration date is 12/31/2024. This instrument may be extended by a properly executed modification.



IV. APPROVAL


A. **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.



John "Chris" Maisch, State Forester
Division of Forestry
5/8/17
Date



M. Earl Stewart, Forest Supervisor
U.S. Forest Service, Tongass National Forest
8 May 17
Date

The authority and format of this SPA has been reviewed and approved for signature.


Pamela W. Ward
U.S. Forest Service Grants Management Specialist
5/5/2017
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 0596-0239. 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.

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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.

**SUPPLEMENTAL PROJECT GOOD NEIGHBOR AUTHORITY AGREEMENT
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APPENDIX A

SCOPE OF WORK

1. Description of the project and agreed-to activities:

This project consists of preparing, offering, awarding, and contract administration of the Kosciusko GNA-Timber Sale.

Specifically the State, in collaboration with the U.S. Forest Service will complete; timber sale preparation; unit layout meeting all design criteria and protection measures required by the project environmental analysis, boundary designation, traversing of harvest units to determine acres, identification (flagging) of temporary road locations, designation of individual trees for harvesting or retention, if required, (while following silviculture prescriptions and designation guides), and cruising for volume determination.

The State will coordinate with the U.S. Forest Service while appraising the timber to determine the sale value. The State will advertise, conduct bid opening and award the sale to an acceptable bidder.

The State will perform contract administration of the sale during harvest.

All agreed upon activities will be coordinated between the State of Alaska and the U.S. Forest Service to achieve the land management and resource protection requirements included in the project environmental analysis and the December 2016 Amended Tongass Forest Plan. Project quality control responsibilities will be shared by the State and U.S. Forest Service.

Award of the GNA timber sale will be completed by September 30, 2017. All GNA timber sale contract activities be completed no later than 7 years after the award date.

2. Maps and description of the project area.

See Appendix C for a listing of project activities, approximate acreage to be treated, a map of project area and unit cards listing specific protection measures and/or project design features.

3. Plan of operations and quality control plan

- A. The U.S. Forest Service and the State shall complete agreed to activities as outlined throughout this Good Neighbor Authority SPA, including all appendices. Principal contacts identified in the SPA shall communicate quarterly at a minimum to ensure operations are proceeding according to the agreement. Local U.S. Forest Service contacts and local State field staff contacts will be identified to coordinate and**



communicate at the field level. Appendix C contains a list of the project activities to be completed by the State and U.S. Forest Service. Activities to be completed by the State as part of this agreement shall be conducted by a combination of the State staff, seasonal staff, contractors, and/or private forestry consultants.

- B. See Appendix F for the State Good Neighbor Project Operating Procedures. This document contains standard operating procedures for Good Neighbor Authority projects, including quality control measures. Appendix F shall supplement the existing State policies for conducting project activities, including timber harvests, as established by the Alaska Forest Management Statutes & Regulations: particularly Sec 38.05.120 and 11 AAC 71. Appendix F shall act to clarify existing procedures as they relate to Good Neighbor Authority projects and to establish new procedures, where existing procedures are insufficient to address Good Neighbor Authority projects. Appendix F shall be reviewed periodically, and updated as needed to ensure all required policies and procedures are clearly addressed and agreed to.

4. SPECIFICATIONS.

See Appendix C for project specifications. Typically for commercial timber harvest projects the State will conduct the following phases: timber sale establishment (harvest boundary lay-out, timber designation, designation of temporary roads, designation of protected stream courses, cruising, appraisal, contract development, and advertisement), timber sale administration (bid, award, sale area inspection, measurement (scaling), billing, contract enforcement). Purchaser required road maintenance will also be administered by the State on roads within the project area needed to access and remove timber included in the GNA timber sale contract.

Phase 1: Conduct an economic feasibility appraisal of the three silvicultural prescriptions. [Activities funded under a different Forest Service contract/agreement.]

Phase 2: Cruise the sale area at an intensity of 1 plot for every 2.5 acres. Important that the State crews be able to use FS vehicles and UTV's.

Phase 3: In one of the units with all three prescriptions locate harvest boundaries, temporary roads, and protected stream courses. This unit will later serve as a demonstration area and training ground for contractually required purchaser layout.

Phase 4: Appraise the timber sale July-August 2017.

Phase 5: Develop the contract, advertise the sale, receive bids, and award sale September 2017

Phase 6: Administration of sale and purchaser, TBD

**5. The State Shall:**

- A. Work collaboratively with the U.S. Forest Service to prepare a Scope of Work (Appendix A), a financial plan (Appendix B), a list of activities and maps of the project area (Appendix C), a timber removal plan (Appendix D), a GNA timber sale contract template (utilizing existing State timber sale contract, using the checklist in Appendix E, and U.S. Forest Service Contract B and C provisions as necessary). The operating procedures and quality control responsibilities (Appendix F) will also be incorporated into this collaborative agreement. Each of these appendices shall be reviewed on an annual basis and updated as needed. Work with the U.S. Forest Service to include U.S. Forest Service policies addressed in the GNA agreement, including Appendix F.
- B. Review all silviculture prescriptions provided by the U.S. Forest Service and request clarification from the U.S. Forest Service as needed.
- C. Layout sale area boundaries, designate included timber, cruise timber and identify temporary road locations.
- D. Complete timber appraisal, complete draft timber sale contract documents. Provide draft timber sale contract documents along with other relevant documents from sale file to U.S. Forest Service for approval prior to finalizing the contract and advertisement. Notify principal local U.S. Forest Service contact of any significant modifications incorporating feedback as needed.
- E. Solicit bids through advertisement of the sale, open and review bids in accordance with State procedures.
- F. Award the contract to an acceptable, qualified bidder.
- G. Provide sold contract summary to U.S. Forest Service following contract award.
- H. Act on behalf of the U.S. Forest Service to implement authorized timber removal activities using the State contracting procedures.
- I. Administer contract, conduct periodic inspections of contract work, and collect timber sale proceeds from purchaser.
- J. In the event of a termination of this agreement, the State would not be precluded from continuation of ongoing work on the GNA-contract unless circumstances warranted otherwise.
- K. Secure all necessary road-use agreements needed to access and remove timber included in the GNA timber sale contract.

**6. The U.S. Forest Service Shall:**

- A. Work collaboratively with the State to prepare a Scope of Work (Appendix A), a financial plan (Appendix B), a list of activities and a map of the project area (Appendix C), a timber removal plan (Appendix D), a GNA timber sale contract template (utilizing existing State timber sale contract, the checklist in Appendix E, and U.S. Forest Service contract B and C provisions as necessary), coordinate in the development of operating procedures and quality control (Appendix F). Each of these shall be reviewed on an annual basis and updated as needed. The U.S. Forest Service shall work with the State to include U.S. Forest Service policies addressed in the GNA agreement, including those listed in Appendix F.
- B. Provide all silviculture prescriptions prepared by the U.S. Forest Service to the State. Provide clarification and assistance in the on-the-ground application of prescribed treatments. The U.S. Forest Service will create the timber sale map.
- C. Review and approve draft timber sale contract documents submitted by the State, including timber appraisal, timber sale area map, and a complete draft timber sale contract. Approve or request modification within 15 business days of submission or provide written notification with justification and alternative completion timeframe.
- D. Bill the State monthly with a 30 day payment term, based on monthly timber sale reports received from the State for agreed to and required U.S. Forest Service GNA payments. The U.S. Forest Service and the State will work together to establish an appraised value that will be the lowest rate that the State may use to advertise NFS timber for sale. The rate will be either the established regional minimum stumpage rate (as defined in FSM 2431.1b and 36 CFR 223.61) or the market rate (fair market value) as required under 36 CFR 223.90, whichever is higher.
- E. Provide a copy of a sale area map and product accountability requirements to local U.S. Forest Service Law Enforcement personnel.



APPENDIX B
FINANCIAL PLAN

See Financial Plan in an Excel workbook format for a detailed budget breakdown.

- A. The financial plan budget breakdown is an estimate for the project period included. It is mutually understood and agreed that the final costs and revenues will vary and may exceed or fall short of estimated levels. Revenues and expenses will be monitored to ensure adequate Program Income has been or will be generated to complete project activities. Project activities identified in Appendix C may be delayed or dropped if program income is insufficient.
- B. Actual labor costs for work performed by the State staff will be accounted for using the actual hourly rate inclusive of fringe benefits for each employee multiplied by the hours worked on approved GNA project activities, as reflected in Appendix B and Appendix C. These hourly rates may include overtime at the overtime pay rate that each employee is entitled under their compensation plan or contract. A fringe rate shall be applied for all State labor costs. For State employee labor, the fringe shall be at the rate annually approved by the federal government for the State.
- C. Actual contracting expenses may be based on an hourly, area, volume, or other basis.
- D. An indirect cost rate shall be applied to the subtotal of all direct project costs at the rate annually approved by the federal government for the State.
- E. Negotiated indirect cost rate agreements (NICRA) – 15.62% (as of 5/2/2017).



APPENDIX C PROJECT AREA AND TREATMENT ACTIVITIES

The following table outlines general agreed upon responsibilities of the Forest Service and the State of Alaska for the Kosciusko GNA-SPA. This is meant to be a snapshot of general workflow and not a detailed checklist.

Kosciusko GNA-SPA: 1461 estimated acres within 12 commercial harvest units.
GNA Timber Sale Contract award must be prior to 9/30/17

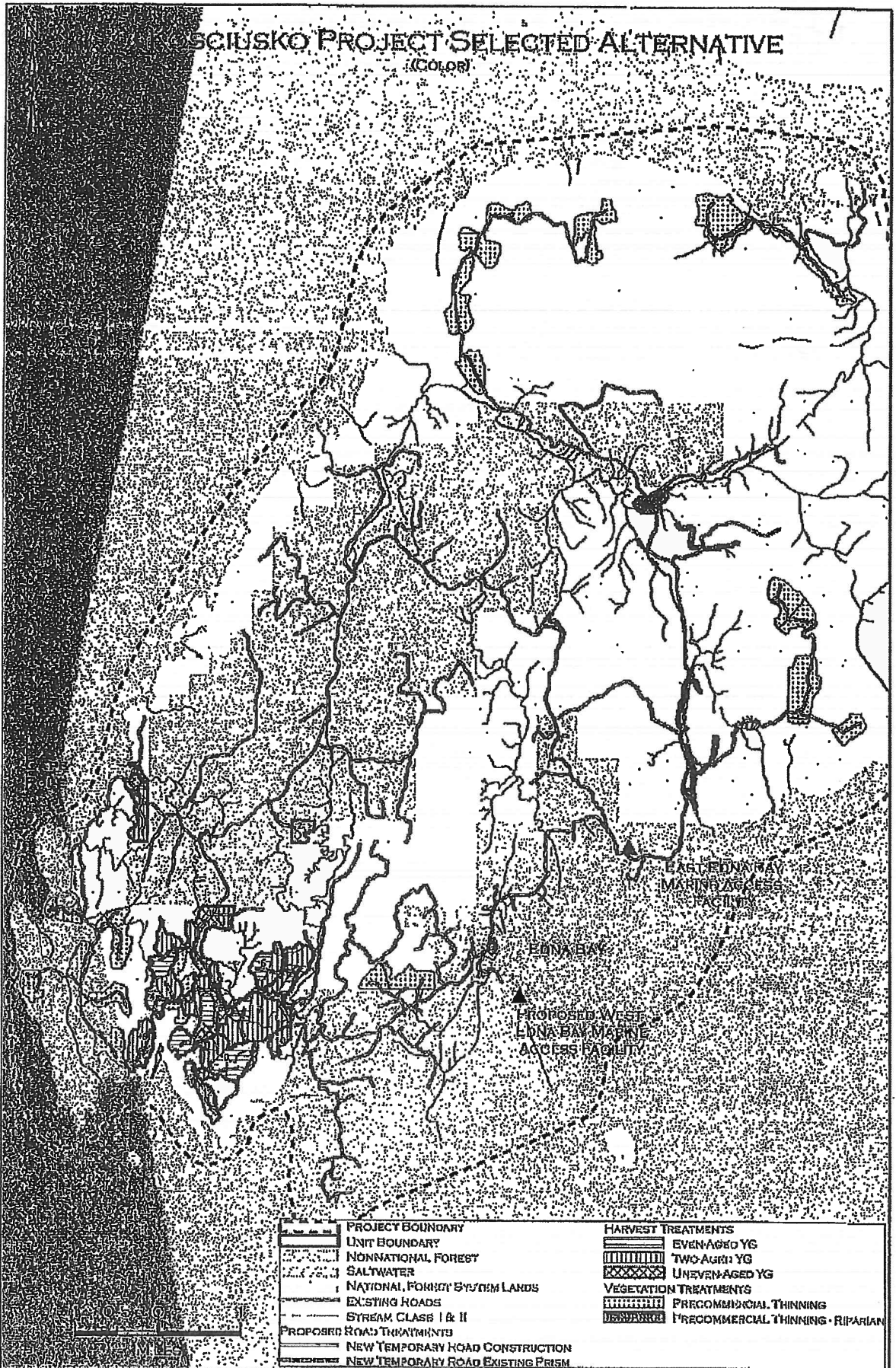
State of Alaska	U.S. Forest Service
Sale Layout	Provide NEPA design criteria/protection measures/selected alternative maps and individual unit cards
Designation: unit boundaries	Provide unit maps. Establish landline boundaries where adjacent to other land ownership by May 25, 2017.
Designation: individual trees for removal or retention.	Provide silviculture prescriptions and tree designation guides. Coordinate implementation of individual tree designation, if required.
Cruise design and implementation to determine total sale volume.	Coordinate as needed to provide data, assistance.
Appraisal to determine timber value.	Provide essential reforestation costs. Coordinate as needed to facilitate valuation of timber.
Contract preparation.	Coordinate, assist as necessary in contract development.
Advertisement	
Conduct bidding process	
Administration of the GNA timber sale contract. Contract will include Purchaser required road maintenance on NFS roads needed for timber removal. Secure any needed road use agreements necessary to operate the sale.	




Appendix C
Kosciusko Project Se

KOSCIUSKO PROJECT SELECTED ALTERNATIVE

(COLOR)



	PROJECT BOUNDARY		EVEN-AGED YG
	UNIT BOUNDARY		TWO-AGED YG
	NONNATIONAL FOREST		UNEVEN-AGED YG
	SALTWATER		PRECOMMERCIAL THINNING
	NATIONAL FOREST SYSTEM LANDS		PRECOMMERCIAL THINNING - RIPARIAN
	EXISTING ROADS		
	STREAM CLASS I & II		
	PROPOSED ROAD TREATMENTS		
	NEW TEMPORARY ROAD CONSTRUCTION		
	NEW TEMPORARY ROAD EXISTING PRISM		



APPENDIX D TIMBER REMOVAL PLAN

This Appendix must be updated as the project develops and information becomes available:

1. Proposed timber removal activities

See Appendix C.

2. Project area map that details location of proposed activities and access needed

See Appendix C.

3. State agency and Forest Service technical contacts

Alaska Department of Natural Resources; Division of Forestry:
Edward Soto
101 Airport Rd.
Palmer, AK 99645
(907) 761-6264
edward.soto@alaska.gov

U.S. Forest Service:

See Page 10, III Contacts and time Limits

4. Copy of cooperative fire agreement between Forest Service and State

Agreement up to date and on file. Reference Agreement Number:
15-FI-11100100-016; (and most current Statewide Annual Operating Plan)

5. Agreement on fire liability requirements outlined in the State's contract

The U.S Forest Service concurs with fire liability requirements outlined in the State timber sale contract.

6. Agreement on respective roles and responsibilities to complete activities related to timber removal including (as appropriate):

- Identification and management of transportation system, including:
 - The State shall require National Forest System roads to be maintained commensurate with use by timber purchasers to at a minimum, maintain roads in as good of condition as at the beginning of use.
 - Temporary roads are authorized to be constructed for the purpose of facilitating removal of Forest Products. The State shall agree with their Contract Purchaser to temporary road needs and locations, erosion control and closure measures per the State GNA Timber Sale Contract.
 - No Specified Road Construction/Re-construction will occur under this agreement.



- The State maintains responsibility for acquiring easements or use agreements of any private roads within Project Areas.
- **Mapping and establishment of timber sale boundaries**
 - The State shall establish harvest area boundaries based on stand boundaries identified in the selected alternative of the Kosciusko Vegetation Management and Watershed Improvement Project decision provided by U.S. Forest Service, and according to actual on-the-ground stand conditions.
 - The U.S. Forest Service shall locate boundaries between national forest lands and other land ownerships where project units are located adjacent to other land ownerships.
 - The U.S. Forest Service and State will coordinate a checkpoint meeting to verify unit boundaries as compared to NEPA decision boundaries.
 - Refer to Appendix F, Alaska Forest Management Regulations: particularly Sec 11 AAC 71 (heretofore referred to as AK Forest Management Regulations).
 - The State shall prepare Change Analysis's by unit
- **Timber designation, cruise design, and cruising**

See Appendix F, and AK Forest Management Regulations.
- **Timber valuation appraisal**
 - The State shall appraise GNA Timber sale volume pursuant to AK Forest Management Regulations. Appraisal documentation will be provided to the U.S. Forest Service with the sample GNA contract prior to advertisement. Volume estimates provided by the State will be in agreed upon units of measure by species.
 - The GNA required payment rates incorporating essential reforestation costs, plus required deposits for road maintenance and surface rock replacement will be the value remitted to the Forest Service. Any value received by the State in excess of the GNA required payment rates plus essential reforestation and required deposits will be retained as Program Income (and shall be applied using the additive alternative as described in 2 CFR 200.307). Program Income (including the State administration costs) will be expended on the GNA project prior to the termination of this SPA, otherwise remitted to the Forest Service.
- **Forest Service Trust Fund plans**
 - Essential reforestation activities will be defined during the silviculture prescription writing process and incorporated into final approved prescriptions.
 - The U.S. Forest Service shall incorporate the cost of those essential reforestation activities for which it will be responsible into the GNA required payment value to be remitted to the Forest Service.



- **Billing and payment procedures**
 - The State shall follow its existing procedures for billing of and obtaining payment from purchaser. See Appendix F, the GNA Timber Sale Contract template, and AK Forest Management Regulations.
 - The U.S. Forest Service will in-turn issue a bill for collection to the State for the portion of stumpage receipts received by the State that is considered GNA required payment to the Forest Service.
 - The State will remit payment to the U.S. Forest Service for the GNA required payment through U.S. Forest Service Lockbox, Electronic Funds Transfer, or Electronic Checking at the discretion of the State within 30 days of issuance of the Bill(s):
 - Lockbox Remittance Address:
 - USDA Forest Service
 - c/o Citibank
 - PO Box 301550
 - Los Angeles, CA 90030-1550
 - Upon receipt of monthly harvest volume removal report from the State, the U.S. Forest Service shall generate and mail, via US Postal Service, a Bill for Collection for volume removed, a Timber Sale Statement of Account, and Timber Sale Synopsis indicating the financial status of the state GNA sale. Information including payments received to date and quantity removed to date are included in the Statement of Account. Additional information, including quantity remaining and value remaining, can be further extrapolated from the Statement of Account and Timber Sale Synopsis.

- **Developing and approving timber sale contract (see Appendix E)**
 - The State and U.S. Forest Service shall work collaboratively to prepare a GNA timber sale contract template utilizing the existing State timber sale contract, Appendix E, and U.S. Forest Service contract B and C (standard and special) provisions as necessary.
 - The U.S. Forest Service shall review and approve draft timber sale contract documents submitted by the State, including timber appraisal, timber sale map, and a complete draft timber sale contract within 15 business days of submission or provide written notification with justification and alternative completion timeframe.

- **Timber sale administration, log load accountability, and coordination with law enforcement**
 - The State shall conduct all timber sale administration in accordance with existing State policies and procedures. See Appendix F, the GNA Timber Sale Contract template, and AK Forest Management Regulations.
 - The State shall inform the U.S. Forest Service local Project Contact of any observed law enforcement issues and/or known violations of State or



Federal law within the GNA project area. Examples include but are not limited to illegal timber harvest, property boundary issues, or illegal motorized use.

- The State and U.S. Forest Service law enforcement personnel shall share information regarding law enforcement concerns within proximity of the GNA project area.
 - The State shall provide the total number of log loads from each unit.
 - The State shall apply to the U.S. Forest Service for a round log export permit.
- **Final acceptance and close out process**
 - The State shall provide a completion report within 30 days of sale closure. The report will also include a sale synopsis with the following information:
 - final volume removed.
 - final inspection report.
 - list of substantial events or changes during sale administration such as unit boundary changes, changes to planned transportation access, contract breaches, disputes or claims.
 - At closure, the U.S. Forest Service shall issue a final sale synopsis recording the sale as accepted and reported in required databases.
- 7. Agreed and approved procedures and methods for achieving work products in number (6) above.**
- The agreed and approved procedures and methods for achieving work products are contained within other portions of this agreement including the Appendices.
 - Billing and payment procedures.
 - Developing and approving timber sale contract (also see Appendix E).
 - Timber sale administration, log accountability, and coordination with law enforcement (also see Appendix E).
 - Final acceptance and close out process.



APPENDIX E TIMBER SALE CONTRACT CHECKLIST

Ensure the final draft State timber contract includes the following items, as appropriate for the project (Reference to FS2400-6 contract clauses in parenthesis):

- Correct location description (A1)
- Timber volume and utilization standards matches cruised volume (A2)
- Timber payment rates are not less than appraised value and appraised value is not less than Forest Service minimum rates (A4)
- Project Area Map (B1)
- Map is within NEPA Decision Area
- Map display matches maps and information provided by the Forest Service
- Timber is properly designated to cut or leave (A3, B2)
- Payments for Stumpage (B4.0)
- Contract payment procedures or State assurance in Appendix D ensure payment to Forest Service.
- Use of Payment Guarantee? _____
Yes/No
- Road Use and Maintenance (B5.0)
- Road reconstruction/construction/repair covered in agreement, permit, or contract outside of Farm Bill GNA agreement
- Contract requires roads to be maintained to acceptable standard
- Contract does not restrict access by Forest Service
- Contract shows roads with restricted or prohibited access
- Contract includes temporary road construction and decommissioning
- Operations and Resource Protection (B6.0)
- Contract provides protection of improvements
- Contract provides protection of property owned by FS and others
- Contract provides for protection of land survey monuments
- Contract contains special protection measures listed in NEPA and other documents provided by the Forest Service.



Specific Protection measures may be documented in an attachment

TES species: _____

Cave _____

Historic/Prehistoric _____

Other: Karst Features; include protections equivalent to WO- provision C 6.24# Site Specific Special Protection Measures.

- Contract provides for the containment of petroleum spills
- Contract provides for notice if other hazardous materials are spilled
- Contract provides for the cleaning of equipment to prevent invasive species
- Contract provides for the cutting and removal of all Included Timber
- Contract provides for the protection of soils and timber regeneration
- Contract provides for the protection of water resources including streams, meadows, and wetlands

-Include protection measures equivalent to R10-C6.51 Streamcourse Protection.

- Contract provides for erosion control and prevention and revegetation where needed
- Contract provides for measuring products for payment
Scaling _____ Pre-Sale Measurement _____
- Contract provides for Product Identification measures as described in the agreement between the FS and the State
- Contract provides for disposal of slash created by the logging operations

-GNA-timber sale contract will include a provision equivalent to the R10-C6.9 Records in order to allow U.S. Forest Service timber valuation specialists to collect cost information for young-growth.

Fire Precautions (B7.0)

Either

Contract provides for preventing and responding to fires; both operational fires and other fires through cooperative agreement between FS and State.

Or

Specific fire precautions and response measures are included.

And

Liability for negligence is not waived or limited.

Other Conditions (B8.0)



- Timber title transfer is as specified in Forest Service timber sale contract
- Contract includes appropriate measures to properly identify and account for National Forest timber that is subject to the Forest Resources Conservation and Shortage Relief Act of 1990 as amended (16 USC 620 et seq.)

-Purchaser will be required to apply to the U.S. Forest Service-Regional Forester for a permit to export (out of the State of Alaska) any timber from the GNA-timber sale.

- Contract describes how payment will be affected if damage to Included Timber occurs.
- Contract specifies an acceptable Termination Date for the timber contract.
- Contract provides an acceptable method for extending the Termination Date if circumstances beyond the control of the State occur (force majeure).
- Contract provides for sale suspension or cancellation if the Forest Service is required to interrupt or cancel operations due to a court order or to comply with NEPA or other legal sanction.
- Contract contains a nondiscrimination provision.
- Contract requires the State's purchaser and the purchaser's subcontractor(s) to provide certification regarding debarment, suspension, ineligibility, and voluntary exclusion (AD-1048, as required by the Master Agreement, is sufficient).
- Contract or GNSPA contains language preventing the State from doing business with corporations or their principals that have been convicted of a felony criminal violation under any Federal law within the preceding 24 months and /or have unpaid Federal tax liability. Corporation or their principals subject to this requirement shall provide the appropriate certifications.
- Performance and Settlement (B9.0)
- Contract contains a procedure for protecting the interests of the United States in event a contractor defaults, such as a performance bond
- Contract contains language to settle disputes between State and the Purchaser

**APPENDIX F****The State Good Neighbor Project Operating Procedures and Quality Control
Statement of Timber Sale Procedure Specifics**

- I. Silviculture Prescriptions:**
 - A. Approved timber stands identified by U.S. Forest Service that meet GNA goals will be provided.
 - B. U.S. Forest Service will coordinate with the State to develop a full understanding of silviculture and environmental objectives of the GNA project. Templates and review opportunities will be provided as needed.
 - C. Silviculture prescriptions, designation guides, and reforestation plans will be written by the U.S. Forest Service for all stands.
 - D. National Forest Line Officer reviews and approves all plans.
 - E. Approved silviculture prescriptions are forwarded to the State Program Manager for assignment of field work.
 - F. U.S. Forest Service will supply files for assigned project area, including stand boundary maps, other resource data including but not limited to stand reconnaissance data, cultural resources, karst features, sale design features and mitigation measures, etc. Data will be treated in a confidential manner as the State treats its own resource data.

- II. Timber Sale Boundaries Established (Project Design and Layout)**
 - A. General project boundaries are to be established by the State according to the selected alternative from the NEPA decision and the GNA project silviculture prescriptions.
 - B. Flag external boundaries of the entire project; adjust and realign until finalized.
 - C. If applicable, flag any interior unit or block boundaries; adjust and realign until finalized.
 - D. If applicable, flag any special treatment areas, protection areas, exclusion zones, openings, as described in the NEPA decision and/or silviculture prescription and designation guidelines.
 - E. GPS all treatment units within the project area/sale. Develop a complete project area map, with specific acreage for each unit.
 - F. Maintain records of all cruise and GPS data and reports to be kept as part of the project file.

- III. Timber Designation**
 - A. Harvest Tree Designations will be specific in silviculture prescriptions for each treatment unit. A working map will be provided to the State.
 - B. At completion of layout of each treatment unit, report unit number, and acres to the project manager.
 - C. Notify U.S. Forest Service POC when layout/designation/cruising is completed prior to timber sale contract preparation.

**IV. Volume Determination**

- A. Project treatment units require an estimate of tree volume to be removed (marked and/or designated), using the accepted method of sampling. Cruise standards are detailed in the AK Forest Management Regulations.
- H. Adhere to sampling error standards appropriate to unit size and complexity.
- C. Maintain sufficient records to provide an audit trail of how the project contract volume was derived, from cruise plan to the final calculation of net volume entered in the sale advertisement and timber sale contract. At a minimum, maintain the following information:
 - 1. The final cruise design, including all changes to the original plan. Include the name of the State contact for the cruise development, implementation, and volume determination.
 - 2. Cruise implementation notes that indicate what was done on the ground, such as: maps, tallies, plot locations, plot details, and any deviations from the cruise design.
 - 3. Reports printed from cruise processing software.
 - 4. Work sheets that document any adjustments made to the volume shown on the cruise reports.
 - 5. Data and reports. Determine and record unit acres and volumes
 - i. Develop a cruise summary that lists volumes and acres by unit.
 - ii. Record total volume by product and species.

V. Appraisal

- A. Use the AK Forest Management Regulations appraisal process. The appraisal process shall determine the State appraised value and minimum acceptable bid values. The State appraisal process shall not be used to establish the U.S. Forest Service appraisal value, GNA required payment to the Forest Service and program income (see Appendix D Timber Valuation Appraisal for more detail).
- B. Use State rounding guidelines for final value and volume
- C. State minimum acceptable bid values below GNA required payment rates will not be allowed.
- D. Essential reforestation work associated with the GNA timber sale will be completed by the Forest Service. The U.S. Forest Service minimum (base) rates will include these costs.

VI. Map Guidance

- A. Sale map to be developed detailing planned harvest units and timber designation information. Sale map will be created according to AK Forest Management Regulations.
- B. The State mapping elements and symbols will be used.



- C. Roads to be used, log transfer facility, and other significant map features will be clearly defined on timber sale map.
- VII. Timber Sale Contract Package Completed**
- A. Timber presale package including sample contract and sale map will follow the AK Forest Management Regulations, adjusted to meet the GNA requirements.
 - B. Review and approval of sale package/documents/plans will be done by the State Forest Management Bureau Chief or Program Manager.
 - C. The U.S. Forest Service will approve the sale prior to advertising. Submit final sale package to the Tongass NF Timber Contracting Officer. When returned approved, sale advertising can commence.
- VIII. Advertisement**
- A. Sale advertisement will follow AK Forest Management Regulations process.
- IX. Bidding**
- A. AK Forest Management Regulations bidding process will be used.
- X. Contract Award**
- A. Timber sale contract award is subject to State requirements.
 - B. Record keeping will be according to the State standard operating procedures.
 - C. Timber sale contract to be signed by the Alaska State Forest Management Bureau Chief or the designated State Official.
 - D. The State will send the U.S. Forest Service Timber Contracting Officer a bid abstract.
- XI. Financial and Documentation aspects of the Timber Sale Contract**
- A. All timber sale financial record keeping will be completed by the State.
 - B. The State will make the project file available to the Forest Service.
- XII. Sale Administration**
- A. A sale administrator will be assigned to administer the GNA Timber Sale contract.
 - B. The Alaska State inspection form will be used to document timber sale activities and will be made available to the Forest Service.
 - C. Sale administrator is responsible for all file element retention as detailed in the AK Forest Management Regulations.
 - D. Sale administrator will conduct a pre-operation meeting with the Purchaser and notify/invite Forest Service Timber Contracting Officer, through direct communication, to the meeting.
 - E. The sale administrator will perform standard timber sale administration, maintain written records of each visit to the sale area, correspondence,



and any other communication/documentation as part of the project record.

- F. Utilize designated GNA funds to facilitate tracking of all transactions (income and expenditures) and provide periodic financial reporting.
- G. Upon inspection and completion of all contract requirements, complete final inspection report and begin closeout of the project.
- H. Account for and return/release any unused portion of any financial guarantee to purchaser.
- I. Project closeout documentation will be completed and filed with sale files and include a closeout summary.
- J. Sale administrator provides all filed items to the State Program Manager.

XIII. Reporting

- A. The State sale summary reports will be submitted on a monthly basis to the U.S. Forest Service Contracting Officer.
- B. In addition, after contract closure, project files shall be transmitted to the U.S. Forest Service.
- C. For all policies and procedures specifically described in the GNA-SPA, the standard shall be to apply the State guidance as described in the AK Forest Management Regulations.

XIV. Alaska State Good Neighbor Project Quality Control Procedures

- A. **State of Alaska Quality Control Responsibilities:**
 - 1. At completion of layout and designation, record unit number, and acres to State GNA Program Manager.
 - 2. Evaluation will be done for completed marking and a check cruise completed by State personnel. Notify the U.S. Forest Service POC when layout, marking and cruising is completed.
 - 3. A presale report, map and supporting contract package materials will be approved by the State GNA Program Manager. This review will be to examine the sale details to evaluate cruise accuracy, proper sale documentation, and completeness.
 - 4. Timber sale contract approval and administration subject to Alaska GNA timber sale contract requirements.
 - 5. Perform standard timber sale administration consistent with guidance in the AK Forest Management Regulations. Maintain written records of each sale inspection, all correspondence, and any other documentation as part of the project record.
 - 6. During sale administration:
 - o Invite U.S. Forest Service counterparts to pre-operations meeting.
 - o Schedule periodic joint inspections.
 - o Share information if there are purchaser issues or breach, persistent non-compliance, etc.



- o Recognize the need for inclusion of U.S. Forest Service specialists in periodic inspections.

B. U.S. Forest Service Quality Control Responsibilities:

1. U.S. Forest Service will coordinate with State to develop a full understanding of silviculture and environmental objectives of the GNA project.
2. To validate that the intent of the silviculture prescription(s) and that project objectives are being met, U.S Forest Service designated personnel will 'walk-through' approximately 5% of designated stands prior to approval of timber sale contract to review adherence to silviculture prescriptions. Results of 'walk-through' will be critiques and suggestions provided to the State POC in writing. 'Walk-through' will not necessitate changes to tree removal designations if the intent of the prescription and project objectives are being met.
3. U.S. Forest Service personnel will review completed contract package documents, communicate approval, or request modifications within 15 business days of submission, or provide written notification with justification and alternative completion timeframe.

C. Joint Agency Quality Control Responsibilities:

U.S. Forest Service and State will perform a joint interdisciplinary review of the sale. This review will be led by the U.S. Forest Service and focus on the achievement of project objectives/outcomes and provide positive feedback for future agreements. The main objectives of the review are to:

- o Assess the attainment of management objectives and compliance with project design features as set forth in the project environmental documentation and the December 2016 Amended Tongass Forest Plan.
- o Measure and evaluate compliance with applicable laws and regulations.
- o Identify and prevent (or resolve) controversial issues.
- o Provide feedback to partner Agencies and contractors

Attachment: **Exhibit B-2**

USFS Agreement No.: **17-GN-11100554-065**
 Cooperator Agreement No.: _____

Mod. No.: **Year 1**

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

COST ELEMENTS	FEDERAL CONTRIBUTIONS		STATE CONTRIBUTIONS + PI		(e) Total
	(a) Noncash	(b) Cash to State	(c) Noncash	(d) PI (from FS Tr) Project Costs	
Salaries/Labor	\$50,213.00	\$162,287.00	\$11,060.00	\$0.00	\$223,560.00
Travel	\$1,000.00	\$67,980.00	\$0.00	\$0.00	\$68,980.00
Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Supplies/Materials	\$0.00	\$4,515.00	\$0.00	\$0.00	\$4,515.00
County Costs (other)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contracting	\$0.00	\$10,000.00	\$145,500.00	\$0.00	\$155,500.00
Subtotal	\$52,213.00	\$244,782.00	\$156,560.00	\$0.00	\$453,555.00
Coop Indirect Costs		\$38,235.00	\$0.00	\$0.00	\$38,235.00
FS Overhead Costs	\$0.00				\$0.00
Total	\$52,213.00	\$283,017.00	\$156,560.00	\$0.00	\$491,790.00
Total Project Value:					\$491,790.00

Program Income Earned

Estimated	Actual
\$1,077,667.00	\$0.00

Program Income Balance

\$1,077,667.00	\$0.00
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WORKSHEET FOR

Program Income Project Cost Analysis Column (d)

		Estimates	
Timber Value Received		\$1,196,000.00	\$0.00
NFF Payment		\$14,950.00	\$0.00
KV Fund Payments		\$43,583.00	\$0.00
Min rate value to USFS		\$59,800.00	\$0.00
SUBTOTAL		\$118,333.00	\$0.00
Program Income Earned		\$1,077,667.00	\$0.00
Subtotal Direct Costs		\$0.00	\$0.00
Total Indirect Costs			
Current Overhead Rate	Subtotal Direct Costs		Total
13.62%	\$0.00		
Total Indirect Costs		\$0.00	\$0.00
TOTAL COST TED		\$0.00	\$0.00
Program Income Balance		\$1,077,667.00	\$0.00

WORKSHEET FOR

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

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Deputy Ranger Thorne Bay	\$510.00	14.00		\$7,140.00
Tongass Contracting Officer	\$634.00	21.00		\$11,214.00
POW Zone Silviculturist	\$416.00	30.00		\$12,480.00
Forest Geologist	\$540.00	5.00		\$2,700.00
Thorne Bay TMA	\$348.00	14.00		\$4,872.00
District Presale Support	\$319.00	14.00		\$4,466.00
Tongass TSA Specialist	\$374.00	14.00		\$5,236.00
Zone Engineering Support	\$421.00	5.00		\$2,105.00
Non-Standard Calculation				

Total Salaries/Labor	\$50,213.00
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Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
PSG to POW	1	\$1,000.00		\$1,000.00
Non-Standard Calculation				

Total Travel	\$1,000.00
---------------------	-------------------

Equipment

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
FS Vehicle Kosciusko	1.00	\$20.00	50.00	\$1,000.00
Non-Standard Calculation				

Total Equipment	\$1,000.00
------------------------	-------------------

Subtotal Direct Costs	\$52,213.00
------------------------------	--------------------

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
0.00%	\$52,213.00	\$0.00
Total FS Overhead Costs		\$0.00

TOTAL COST	\$52,213.00
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WORKSHEET FOR

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

Salaries/Labor				
Standard Calculation				
Job Description	Employees	Cost/Day	# of Days	Total
Cruising Crew Leads	4	\$1,670.00	10.00	\$15,700.00
Cruising Crew Techs	4	\$1,420.00	10.00	\$14,200.00
Regional Forester V	1	\$670.00	7.00 6% of time	\$3,990.00
Area Forester IV	1	\$640.00	7.00 6% of time	\$3,780.00
Field Forester II	1	\$844.00	33.00 1.5 months	\$11,352.00
Area Admin	1	\$300.00	14.00 10% of time	\$4,200.00
Engineer	1	\$540.00	33.00 1.5 months	\$17,820.00
Sale Admin - MHT	1	\$605.00	33.00 1.5 months	\$19,965.00
Program Manager	1	\$640.00	132.00 60% of time	\$71,280.00
Non-Standard Calculation				
Total Salaries/Labor				\$182,282.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
Seat fares (Anc to Kin)	2	\$850.00	9.00	\$15,300.00
Charter flights (Kin to Edna Bay)		\$2,600.00	9.00	\$22,500.00
Lodging & per diem	2	\$1,065.00	9.00	\$19,170.00
POV mileage	2	\$148.00	9.00	\$2,610.00
Cruising crew lodging	8	\$450.00	1.00 10 day trip	\$3,600.00
Cruising crew per diem	8	\$800.00	1.00 10 day trip	\$4,800.00
Non-Standard Calculation				
Total Travel				\$67,880.00

Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
Office supplies	months	9.00	\$15.00	\$135.00
Field supplies	months	9.00	\$30.00	\$270.00
Supplies & Fuel	Inventory	1.00	\$1,000.00 10 day trip	\$1,000.00
GPS, Laptop & cell phone	1 each	1.00	\$2,300.00 if needed	\$2,300.00
Minute & data plan	months	9.00	\$90.00	\$810.00
Non-Standard Calculation				
Total Supplies/Materials				\$4,515.00

Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
1 or 2 Professional services contracts	1.00	\$10,000.00		\$10,000.00
Non-Standard Calculation				
Total Other				\$10,000.00

Subtotal Direct Costs	\$244,782.00
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Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
15.62%	\$244,782.00	\$38,235.00
Total Coop. Indirect Costs		\$38,235.00

TOTAL COST	\$283,017.00
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WORKSHEET FOR

State Non-Cash Contribution Cost Analysis, Column C

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
State Forester	\$790.00	14.00	10% of time	\$11,060.00
Non-Standard Calculation				

Total Salaries/Labor	\$11,060.00
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Other Expenses

Standard Calculation				
Item	# of Units	Cost/Unit		Total
Annual use rate for State LTF	3.00	\$48,500.00		\$145,500.00
Non-Standard Calculation				

Total Other	\$145,500.00
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Subtotal Direct Costs \$156,560.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
	\$156,560.00		\$0.00
Total Coop. Indirect Costs			\$0.00

TOTAL COST \$156,560.00

