



FS Agreement No. 16-PA-11030408-003  
Cooperator Agreement No. \_\_\_\_\_

**PARTICIPATING AGREEMENT SUPPLEMENTAL PROJECT AGREEMENT**  
To  
**MASTER PARTICIPATING AGREEMENT # 13-PA-11030420-013**  
BETWEEN  
**THE CITY OF FLAGSTAFF**  
AND THE  
**USDA, FOREST SERVICE**  
**COCONINO NATIONAL FOREST**

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between The City of Flagstaff, hereinafter referred to as “City,” and the USDA, Forest Service, Coconino National Forest, hereinafter referred to as the “U.S. Forest Service,” as specified under the provisions of Master Participating Agreement #13-PA-110320-013 AND INCLUDING THE AUTHORITY TO COLLECT FUNDS UNDER THE COOPERATIVE FUNDS ACT OF JUNE 30, 1914 (U.S.C. 498 AS AMENDED BY PUB. L. 104-127).

Title: Flagstaff Watershed Protection Project, Phases I and II - Dry Lake Hills Preparation

**I. GENERAL PROJECT DESCRIPTION**

The purpose of this agreement is to document the voluntary contribution of funds from the City to the U.S. Forest Service to implement the initial stages of the Flagstaff Watershed Protection Project (FWPP). Funds collected under this agreement will be used to implement all of Phase I and part of Phase II preparation activities, which will occur in the Dry Lake Hills portion of the larger FWPP project area (see Maps, Attachment A). Preparation activities include boundary and unit layout, marking, and cruising, and will be implemented in preparation for fuels reduction treatments in the same area.

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

**II. RESPONSIBILITIES:**

A. The City shall:

1. Upon presentation of quarterly Bills for Collection and associated expenditure reports, reimburse the U.S. Forest Service funds not to exceed the agreed amount shown in the attached Financial Plan (Attachment B).
2. Perform in accordance with the attached Financial Plan (Attachment B).

B. The U.S. Forest Service shall:

1. REIMBURSABLE BILLING. The maximum total cost liability to The City for this agreement is **\$654,761.02**. The U.S. Forest Service shall bill The City quarterly for



funds sufficient to cover the costs for the specific payment period. All reimbursement billings must be completed within the same fiscal year as U.S. Forest Service expenditures. **Overhead costs shall not be assessed due to the mutual benefit of this project.** Overhead costs are those that have been incurred for common U.S. Forest Service objectives and cannot be readily identified with a particular final cost objective.

Billings must be sent to:

Stacey Brechler-Knaggs, Grants Manager  
City of Flagstaff  
211 Aspen  
Flagstaff, AZ 86001  
Email: sknaggs@flagstaffaz.gov

The U.S. Forest Service is required to issue bills for expenditures incurred under reimbursable agreements at the end of or prior to the end of each fiscal year. Therefore, an out-of-cycle bill may be received by The City.

If payment is not received to the satisfaction of the U.S. Forest Service by the date specified on the Bill for Collection (Form FS-6500-89), the U.S. Forest Service shall exercise its rights regarding the collection of debts owed to the United States.

2. SPECIAL BILLING REQUIREMENTS – FINANCIAL DOCUMENTATION.

Reimbursable billings shall be issued at the prescribed frequency based on expenditures recorded in the U.S. Forest Service accounting system for work performed. Bills for Collection reflect an aggregate amount for the billing period. The U.S. Forest Service Transaction Register listing itemized expenses will be provided upon request at the end of a project or annually for long-term agreements. Provision of the Transaction Register or other supporting documentation accompanying individual bills will be limited to agreements over \$2,500, and only when The City requirements are clearly defined within this clause.

The special billing requirements are: **provide Transaction Registers to account for all salary, supply, and travel reimbursement requests.**

3. SPECIAL BILLING REQUIREMENTS – PROGRAM DOCUMENTATION. The

U.S. Forest Service Program Manager shall provide The City with a written report that meets The City's specific documentation requirements: written description of activities and accomplishments for the billing period, including both quantitative and qualitative measures.

4. Use funds from The City to complete all preparation work for Phase I and part of preparation work for Phase II of FWPP as described above.



**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 Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Paul Summerfelt, Wildland Fire Mgmt. Officer City of Flagstaff 211 W. Aspen Flagstaff, AZ 86001 Phone: 928-213-02509 FAX: 928-213-2599 Email: <a href="mailto:psummerfelt@flagstaffaz.gov">psummerfelt@flagstaffaz.gov</a>	Stacey Brechler-Knaggs, Grants Manager City of Flagstaff 211 W. Aspen Flagstaff, AZ 86001 Phone: 928-213-2227 FAX: 928-779-7656 Email: <a href="mailto:sknaggs@flagstaffaz.gov">sknaggs@flagstaffaz.gov</a>

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

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Jessica Richardson, District Environmental Coord. Coconino National Forest, Flagstaff Ranger District 5075 N. Highway 89 Flagstaff, AZ 86004 Phone: 928.-527-8219 FAX: 928-527-8288 Email: <a href="mailto:jessicalrichardson@fs.fed.us">jessicalrichardson@fs.fed.us</a>	Emily Stoddard, Grants Mgmt Specialist Coconino National Forest, Supervisor’s Ofc. 1824 S. Thompson St. Flagstaff, AZ 86001 Phone: 928-527-3477 FAX: 928-527-3620 Email: <a href="mailto:emilystoddard@fs.fed.us">emilystoddard@fs.fed.us</a>

A. TERMINATION FOR COLLECTION AGREEMENTS. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. The U.S. Forest Service shall not incur any new obligations for the terminated portion of this agreement after the effective date of termination and shall cancel as many obligations as possible. Full credit must be allowed for U.S. Forest Service expenses and all non-cancelable obligations properly incurred up to the effective date of termination. Excess funds must be refunded within 60 days after the effective termination date.

B. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **May 1, 2017**, at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

C. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). City shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into



which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

- D. 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.

**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.

\_\_\_\_\_  
GERALD R. NABOURS, Mayor Date  
City of Flagstaff

*Attest:*

\_\_\_\_\_  
ELIZABETH A. BURKE, City Clerk Date  
City of Flagstaff

*Approved as to form:*

\_\_\_\_\_  
MICHELLE D'ANDREA, City Attorney Date  
City of Flagstaff

\_\_\_\_\_  
LAURA JO WEST, Forest Supervisor Date  
U.S. Forest Service, Coconino National Forest



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

\_\_\_\_\_  
EMILY STODDARD  
U.S. Forest Service Grants Management Specialist

\_\_\_\_\_  
Date

Burden Statement

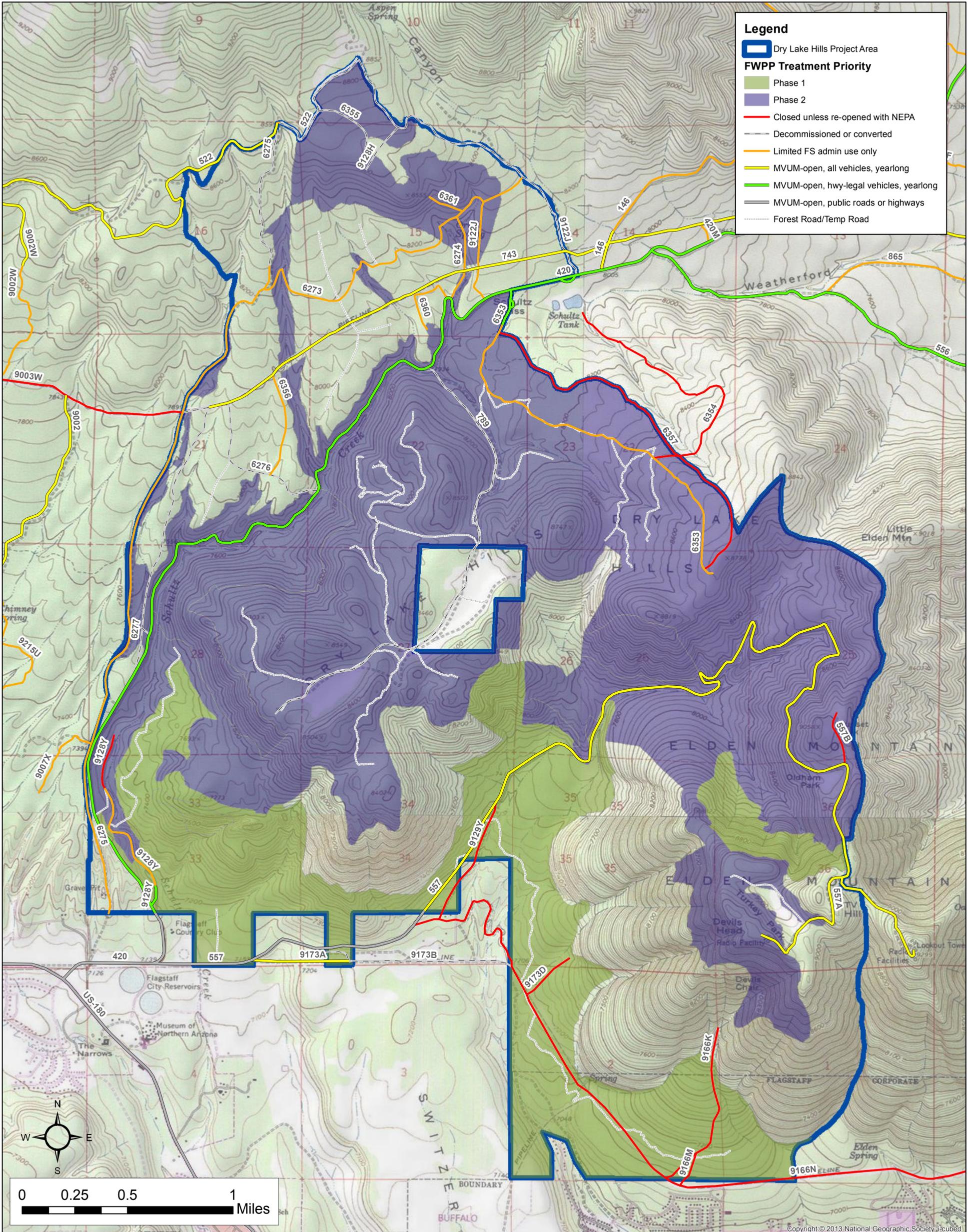
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to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

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

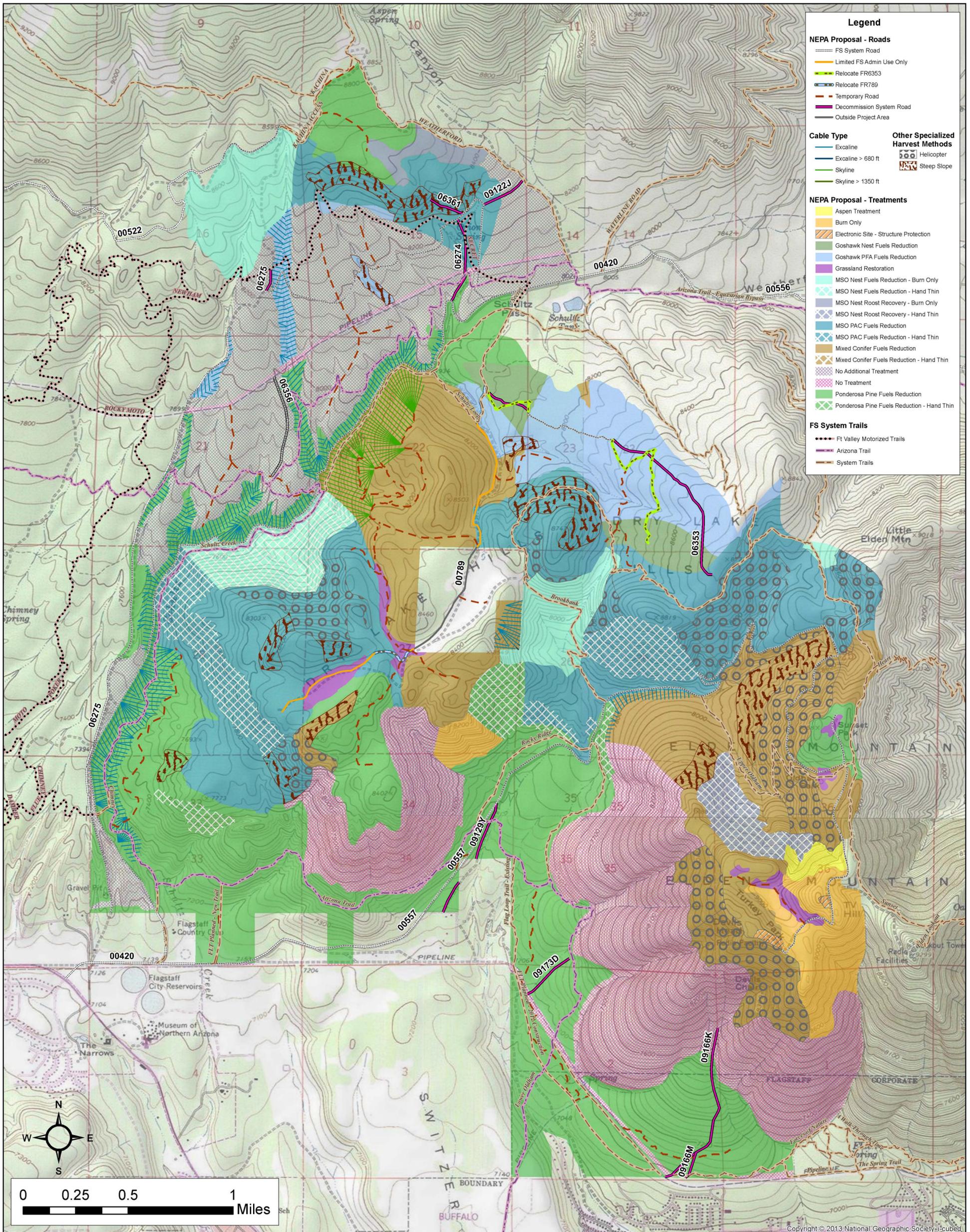
# Flagstaff Watershed Protection Project - Dry Lake Hills

## Proposed Treatment Priority



# Flagstaff Watershed Protection Project - Dry Lake Hills

## Blended Decision - Proposed Treatments, Harvest Methods, Roads and Trails



**Attachment B**

U.S. Forest Service

OMB 0596-0217  
FS-1500-18

Forest Service Agreement # **16-PA-11030408-003**

Cooperator Agreement #

**Collection Agreement Financial Plan**

Cooperator and FS Contributions

COST ELEMENTS and related data			Cooperator Contribution	FS Non-Cash Contribution	
Line Item Cost Subtotals			Subtotal	Subtotal	Combined Subtotals
<b>PERSONNEL</b>					
<b>Resource Specialists (List all personnel):</b>	<b># of Days</b>	<b>\$/Day</b>			
Timber Marker 1	260.00	\$119.42	\$31,049.20		\$31,049.20
Timber Marker 2	102.00	\$136.22	\$13,894.44		\$13,894.44
Timber Marker 3	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 4	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 5	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 6	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 7	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 8	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 9	101.00	\$136.22	\$13,758.22		\$13,758.22
Timber Marker 10	101.00	\$136.22	\$13,758.22		\$13,758.22
Marking Crew Foreman	220.00	\$199.13	\$43,808.60		\$43,808.60
Presale Forester	50.00	\$300.10	\$15,005.00		\$15,005.00
Forestry Technician/Presale	120.00	\$136.22	\$16,346.40		\$16,346.40
Forestry Technician 1	180.00	\$206.09	\$37,096.20		\$37,096.20
Forestry Technician 2	220.00	\$195.84	\$43,084.80		\$43,084.80
Forestry Technician 3	220.00	\$249.43	\$54,874.60		\$54,874.60
Forestry Technician 4	180.00	\$178.70	\$32,166.00		\$32,166.00
Forestry Technician 5	50.00	\$260.78	\$13,039.00		\$13,039.00
Forestry Technician 6	100.00	\$230.77	\$23,077.00		\$23,077.00
Timber contract administration	50.00	\$288.66	\$14,433.00		\$14,433.00
Small Sales Forester	10.00	\$246.44	\$2,464.40		\$2,464.40
Supervisory Forestry	50.00	\$366.75	\$18,337.50		\$18,337.50
Silviculturalist	75.00	\$391.30	\$29,347.50		\$29,347.50
Forester/Silviculturalist	75.00	\$248.48	\$18,636.00		\$18,636.00
Forestry Techician/Silviculturalist	20.00	\$203.13	\$4,062.60		\$4,062.60
Resource Information Specialist	10.00	\$326.95	\$3,269.50		\$3,269.50
Resource Assistant	50.00	\$163.96	\$8,198.00		\$8,198.00
				\$0.00	\$0.00
<b>Subtotal, Personnel:</b>	<b>2,850.00</b>		<b>\$532,255.50</b>	<b>\$0.00</b>	<b>\$532,255.50</b>
<b>TRAVEL</b>					
<b>Explanation of trips: From Where/To Where/For Whom</b>	<b>Vehicle Mileage or Maintenance Cost/Month</b>	<b># of Miles</b>	<b># of Months</b>		
Rig #4125 - mileage	\$0.37	1,000.00		\$370.00	\$370.00
Rig #4125 - maintenance	\$163.00		2.00	\$326.00	\$326.00
Rig #4126 - mileage	\$0.37	2,000.00		\$740.00	\$740.00
Rig #4126 - maintenance	\$163.00		4.00	\$652.00	\$652.00
Rig #4961 - mileage	\$0.37	9,000.00		\$3,330.00	\$3,330.00
Rig #4961 - maintenance	\$184.00		11.00	\$2,024.00	\$2,024.00
Rig #5186 - mileage	\$0.37	1,456.00		\$538.72	\$538.72
Rig #5186 - maintenance	\$182.00		2.00	\$364.00	\$364.00
Rig #5206 - mileage	\$0.63	10,000.00		\$6,300.00	\$6,300.00
Rig #5206 - maintenance	\$185.00		11.00	\$2,035.00	\$2,035.00
Rig #5208 - mileage	\$0.24	9,000.00		\$2,160.00	\$2,160.00
Rig #5208 - maintenance	\$196.00		11.00	\$2,156.00	\$2,156.00

Rig #5212 - mileage	\$0.37	1,000.00		\$370.00		\$370.00
Rig #5212 - maintenance	\$182.00		2.00	\$364.00		\$364.00
Rig #5253 - mileage	\$0.41	10,000.00		\$4,100.00		\$4,100.00
Rig #5253 - maintenance	\$187.00		11.00	\$2,057.00		\$2,057.00
Rig #8068 - mileage	\$0.37	1,000.00		\$370.00		\$370.00
Rig #8068 - maintenance	\$163.00		2.00	\$326.00		\$326.00
					\$0.00	\$0.00
<b>Subtotal, Travel:</b>	<b>\$1,608.50</b>	<b>44,456</b>	<b>56.00</b>	<b>\$28,582.72</b>	<b>\$0.00</b>	<b>\$28,582.72</b>
<b>EQUIPMENT</b>						
<b>Name and Type of Equipment:</b>	<b>Unit Cost</b>	<b>Quantity</b>				
				\$0.00		\$0.00
					\$0.00	\$0.00
<b>Subtotal, Equipment:</b>	<b>\$0.00</b>	<b>0</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SUPPLIES</b>						
<b>Name and Type of Supplies:</b>	<b>Unit Cost</b>	<b>Quantity</b>				
Marking Paint - Phase I, mechanical thinning (per gallon)	\$42.00	1,570.00		\$65,940.00		\$65,940.00
Marking Paint - Phase II, mechanical thinning (per gallon)	\$42.00	572.00		\$24,024.00		\$24,024.00
Marking Paint - Phase I - hand thinning (per gallon)	\$6.20	51.00		\$316.20		\$316.20
Marking Paint - Phase II - hand thinning (per gallon)	\$6.20	23.00		\$142.60		\$142.60
Set of timber materials (spray pump parts, flagging, personal protection equipment) and field equipment	\$500.00	1.00		\$500.00		\$500.00
Field Data Recorder	\$3,000.00	1.00		\$3,000.00		\$3,000.00
					\$0.00	\$0.00
<b>Subtotal, Supplies:</b>				<b>\$93,922.80</b>	<b>\$0.00</b>	<b>\$93,922.80</b>

CONTRACTUAL			
<b>Describe Contracts that will most likely result from this project:</b>			
			\$0.00
			\$0.00
<b>Subtotal, Contractual:</b>		<b>\$0.00</b>	<b>\$0.00</b>
OTHER			
<b>Describe Other Costs of the Project:</b>			
			\$0.00
			\$0.00
<b>Subtotal, Other:</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL DIRECT CHARGES</b>		<b>\$654,761.02</b>	<b>\$0.00</b>
<b>OVERHEAD ASSESSMENT</b> (if applicable, see FSH 1909.13)		<b>Insert Rate Here:</b>	
		0.0%	\$0.00
<b>Total Party Costs</b>		<b>\$654,761.02</b>	<b>\$0.00</b>
<b>COST ELEMENTS SUBJECT TO NATIONAL PASS-THROUGH RATES</b>		<b>Cooperator Contribution</b>	
<b>TOTAL CHARGES</b>			<b>\$0.00</b>
<b>OVERHEAD ASSESSMENT</b> (if applicable, see FSH 1909.13)		<b>Insert Rate Here:</b>	
		0.0%	\$0.00
<b>Total Pass-Through Costs</b>			<b>\$0.00</b>
<b>TOTAL PROJECT COSTS</b>			<b>\$654,761.02</b>

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.