



## COUNTY OF LOS ANGELES

### FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

DARYL L. OSBY  
FIRE CHIEF  
FORESTER & FIRE WARDEN


# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

December 01, 2015

45 December 1, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

  
PATRICK O'QUINN  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF THE PARTICIPATING AGREEMENT BETWEEN THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY AND THE UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE, AND ANGELES NATIONAL FOREST (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

### **SUBJECT**

Approval of the Participating Agreement (Agreement) between the Consolidated Fire Protection District of Los Angeles County (Fire District), and the United States Department of Agriculture, Forest Service, Angeles National Forest, hereinafter referred to as the U.S. Forest Service (USFS). The Agreement has been negotiated for the exchange of services, equipment, and funds for forest restoration, enhancement, and natural resource protection projects. The USFS will reimburse the Fire District for actual expenses incurred for personnel and materials costs not to exceed \$99,000 for the term of the Agreement. The Agreement is effective from the date of last signature through December 31, 2020.

**IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

- 1) Approve and delegate authority to the Fire Chief of the Fire District, or his designee, to enter into the attached Agreement between the Fire District and USFS for the exchange of services, equipment, and funds to meet the mutually agreed upon objectives of specific forest restoration, enhancement, and natural resource protection projects.
- 2) Approve and delegate authority to the Fire Chief, or his designee, to execute any amendments, if required, for the administration of this Agreement, including any increase in the total reimbursement and one five-year extension. Such amendment(s) will be approved by USFS and approved as to form by County Counsel.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Fire District and the USFS have a long standing partnership working collaboratively on various projects including fire restoration efforts, non-native plant removal, watershed management and other natural resource protection projects. This Agreement provides for the continuation of this partnership with the exchange of services, equipment, and funds to meet the mutually agreed upon objectives of specific restoration, enhancement, and protection projects and allows the two parties to implement natural resources management projects and restoration efforts that successfully leverage the limited resources of each party.

This Agreement will utilize the Fire District nurseries, greenhouses, and skilled labor to help collect seeds, native cuttings, and seedlings needed for projects forest-wide. These efforts will help protect, restore, and enhance rare plant, fish/wildlife habitat, and cultural resources within watersheds on public and private lands.

The Fire District will provide personnel to help store, propagate, and maintain locally collected seeds and cuttings throughout its nurseries, which will be used for use in re-vegetating burned and disturbed areas within the USFS. The County nurseries have been donating native plants and trees to the public for close to 100 years. The Fire District may keep a portion of seeds collected and any additional surplus inventory from USFS. This will help the Fire District meet its own mission by donating these seeds and propagated plants to the public and local communities. In exchange, the USFS will reimburse the Fire District for actual expenses incurred for personnel and materials costs in an amount not to exceed \$99,000. The Agreement may be renewed with an additional five-year term 45 days prior to the expiration of the Agreement by mutual agreement.

## **Implementation of Strategic Plan Goals**

Approval of the Agreement between the Fire District and the USFS is consistent with the Los Angeles County Strategic Plan Goals, which maximize the effectiveness of the County's processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

## **FISCAL IMPACT/FINANCING**

There is no impact on net County cost for the Agreement. The USFS will reimburse the Fire District for actual expenses incurred for personnel and materials in an amount not to exceed \$99,000 during the term of the Agreement.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Agreement has been approved as to form by County Counsel.

The Agreement is effective from the date of last signature through December 31, 2020, and is renewable with an additional five-year term 45 days prior to the expiration of the Agreement by mutual agreement. The Agreement may be terminated, in whole or in part, with a 30-day advance written notice.

The Fire District is also requesting that your Board approve and delegate authority to the Fire Chief, or his designee, to execute any amendments to the Agreement as necessary for the administration of this Agreement, including an increase in the total reimbursement from the USFS.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

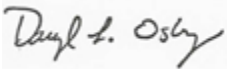
The recommended actions will have no effect on current Fire District services.

**CONCLUSION**

Upon approval by your Board, please instruct the Acting Executive Officer of the Board to return two (2) approved copies of this adopted action to:

Consolidated Fire Protection District of Los Angeles County  
Attention: John Todd, Deputy Chief, Prevention Services Bureau  
1320 N. Eastern Avenue  
Los Angeles, CA 90063

Respectfully submitted,



DARYL L. OSBY  
FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:kc

Enclosures

c: Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors



FS Agreement No. 16-PA-11050100-005  
Cooperator Agreement No. \_\_\_\_\_

**PARTICIPATING AGREEMENT**  
**Between The**  
**CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY**  
**And The**  
**USDA, FOREST SERVICE**  
**ANGELES NATIONAL FOREST**

This PARTICIPATING AGREEMENT is hereby entered into by and between the Consolidated Fire Protection District of Los Angeles County, hereinafter referred to as "District," and the USDA, Forest Service, Angeles National Forest, hereinafter referred to as the "U.S. Forest Service," under the authority: Wyden Amendment, Section 323(a) of the Department of Interior and Related Agencies Appropriations Act, 1999, as included in Pub.L. 105-277, Div. A., Section 101 (e), as amended by Pub.L. 109-54, Sec. 434, and the Omnibus Public Land Management Act, Pub.L. 111-11, Sec. 3001.

Background: The Consolidated Fire Protection District of Los Angeles County - Prevention Services Bureau - Forestry Division and the Angeles National Forest have a long standing partnership in working collaboratively on various projects including fire restoration efforts, non-native removal, watershed management and other natural resources protection endeavors. This agreement provides an opportunity to continue working collaboratively and to continue facilitating numerous small and large scale natural resources and restoration projects Forest-wide.

Title: Restoration, Enhancement and Protection Project

**I. PURPOSE:**

This Agreement provides for the exchange of services, equipment, and funds as specifically outlined below to meet the mutually agreed upon objectives of specific restoration, enhancement and protection projects.. By establishing a formal arrangement, the parties implement natural resources management projects and restoration efforts that successfully leverage the limited resources of each party. These projects include, but are not limited to: Working concertedly with all five District units (Malibu, Saugus, Lake Hughes, San Dimas, and Henninger Flats); provide for the use of nurseries, greenhouses and skilled labor; help collect seed, process, transplant, store, propagate, grow out, and maintain native seed, native cuttings and seedlings needed for projects Forest-wide. These efforts will help protect, restore and enhance rare plant, fish/wildlife habitat and cultural resources within watersheds on public and private lands.

All activities will be conducted in accordance with the following provisions and the hereby incorporated Financial Plans, attached as Exhibits A and B and Operation Plan attached as Exhibit C.



## II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Land management agencies and local governments have a special responsibility to sustain diverse healthy and productive ecosystems while meeting the needs of the public. Public land use is increasing on the Angeles National Forest, challenging the Forest's management of natural and cultural resources. In order to meet these challenges, resource managers must work in collaboration with conservation organizations and local governments in order to manage public lands in a sustainable fashion.

The U.S. Forest Service will benefit from this agreement by working with the District's skilled personnel to help store, propagate and maintain locally collected seed and cuttings which will be used for use in re-vegetating burned and disturbed areas Forest-wide. In addition the U.S. Forest Service will conserve labor and facility costs while gaining stronger working relations with local partners.

The District will benefit by utilizing their nurseries to capacity while receiving financial support to help facilitate and maintain the Forestry unit's nursery program and operations. The purpose of the District's nurseries has shifted over time to include a stronger focus on native plant restoration and promoting community involvement and public education on native habitat restoration and landscaping for the local communities. Los Angeles County nurseries have been donating native plants and trees to the public for close to 100 years. With this agreement and with prior U.S. Forest Service approval, the District may keep a portion of seed collected (less than 5 lbs. of bulk seed will be collected annually and ANF seed collection protocols will be followed) and any additional surplus inventory from U.S. Forest Service land. This will help the District meet their mission by donating these seeds and plants to the public and local communities. This agreement provides mutual benefits to the public and the District while strengthening relations between agencies.

Together, we will be able to meet a mutual objective, to sustain the health, diversity, and productivity of the Nation's Forests and other public lands in order to meet the needs of present and future generations.

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

## III. THE DISTRICT SHALL:

- A. LEGAL AUTHORITY. The District shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.
- B. Work cooperatively with the U.S. Forest Service, and its protocols, to collect, prepare and germinate seed and cuttings in accordance with U.S. Forest Service regulations, Best Management Practices, policies and direction.



- C. Shall contribute in-kind funds for initial planning, development and coordination of this partnership project in accordance to the hereby incorporated Financial Plan, attached as Exhibits A and B. Future funding contributions will be done through a modification, amendment or supplemental agreement.
- D. Expend contributions made by the U.S. Forest Service only after written receipt of approval from the U.S. Forest Service indicating that such expenditures are consistent with the terms of this Agreement.
- E. Perform in accordance with the Financial Plans, attached to this agreement as Exhibits A and B.
- F. The District will keep appropriate financial books, records and accounts pertaining to this Agreement.
- G. The District will allow authorized officials or agents of the U.S. Forest Service, or any Federal agency authorized to do so, to examine such financial books, records and accounts of the District at any time during the viability of this Agreement. Such records shall be kept available for 5 years after termination of this Agreement.

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

- A. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the District for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$99,000 as shown in the Financial Plan. The U.S. Forest Service shall make payment upon receipt of the District's periodical invoice. Each invoice from the District shall display the total project costs and project name for the billing period, separated by U.S. Forest Service and the District's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the District's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. The District's name, address, and telephone number
2. U.S. Forest Service agreement number-16-PA-11050100-005
3. Invoice date, project name
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period
6. Statement that the invoice is a request for payment by 'reimbursement'
7. If using SF-270, a signature is required.
8. Invoice Number, if applicable

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: Esmeralda Bracamonte, Natural Resource Officer, Angeles National Forest, San Gabriel District, 110 N. Wabash Ave, Glendora, CA 91741.

- B. Work cooperatively with the District to provide technical expertise, guidance, and direction in project planning, coordination, and evaluation of seed collection, propagation, seed processing and storage, plant cuttings, and any other project activities.

**V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

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

**Principal District Contacts:**

District’s Project Contact	District’s Financial Contact
Michael Y. Takeshita 5823 Rickenbacker Road Commerce, CA 90040 Telephone: 323 890 4330 FAX: 323 890 4335 Email: Mike.Takeshita@fire.lacounty.gov	Debbie Aguirre 5801 S. Eastern Avenue, Room 130 Commerce, CA 90040 Telephone: 323 838 2306 FAX: 323 261 0731 Email: <a href="mailto:Debbie.Aguirre@fire.lacounty.gov">Debbie.Aguirre@fire.lacounty.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>
Esmeralda Bracamonte 110 N. Wabash Ave. Glendora, CA 91017 Telephone: 626-574-5256 or 661-860-7313 FAX: 626 914 3790 Email: <a href="mailto:ebracamonte@fs.fed.us">ebracamonte@fs.fed.us</a>	Karen McWilliams Grants Management Specialist 701 N. Santa Anita Ave. Arcadia, CA 91006 Telephone: 626-574-5246 FAX: Email: <a href="mailto:ktmcwilliams@fs.fed.us">ktmcwilliams@fs.fed.us</a>

- B. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or the District are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To the District, at the District’s address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- C. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or the District from participating in similar activities with other public or private agencies, organizations, and individuals.
- D. ENDORSEMENT. Any of the District’s contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the District’s products or activities.
- E. USE OF U.S. FOREST SERVICE INSIGNIA. In order for the District to use the U.S. Forest Service Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service’s Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.
- F. USE OF L.A.CoFD INSIGNIA. In order for the District to use the L.A.CoFD Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the Public Information Office (PIO) of the Fire Department. A written request must be submitted and approval granted in writing by the Public Information Office prior to use of the insignia.





- G. NON-FEDERAL STATUS FOR THE DISTRICTS PARTICIPANT LIABILITY.  
The District agree(s) that any of their employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the District hereby willingly agree(s) to assume these responsibilities.
- Further, the District shall provide any necessary training to the District's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. The District shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.
- H. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- I. NONDISCRIMINATION. 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 a part of an individual's income is derived from any public assistance program. (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 to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.
- J. ELIGIBLE WORKERS. The District shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The District shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- K. STANDARDS FOR FINANCIAL MANAGEMENT.
- 1. Financial Reporting**  
The District shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.
  - 2. Accounting Records**



The District shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

### 3. Internal Control

The District shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. The District shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement. The District shall adequately safeguard all such property and shall ensure that it is used solely for authorized purposes.

### 4. Source Documentation

The District shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and subgrant/contract documents, and so forth.

- L. AVAILABILITY OF FUNDS. U.S. Forest Service funds are currently available for performance of this agreement through year five. The U.S. Forest Service's obligation for performance of this agreement beyond this date is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this agreement beyond 2020 until funds are made available to the U.S. Forest Service for performance and until the District receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.
- M. OVERPAYMENT. Any funds paid to the District in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the District to the U.S. Forest Service:

- Any interest or other investment income earned on advances of agreement funds; or
- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

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

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the District.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).



Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

- N. AGREEMENT CLOSEOUT. The District shall close out the agreement within 90 days after expiration or notice of termination.

Any unobligated balance of cash advanced to the District must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7 CFR 3016.21, 7 CFR 3019.22, or other relevant law or regulation.

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

If this agreement is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

- O. PROGRAM PERFORMANCE REPORTS. The District shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The District shall submit Annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with the District's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

- P. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The District shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, "records" includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. The District shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service Inspector General, or



Comptroller General or their authorized representative.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

The District shall provide access to any project site(s) to the U.S. Forest Service or any of their authorized representatives. The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are kept.

- Q. FREEDOM OF INFORMATION ACT (FOIA). Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- R. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- S. PURCHASE OF EQUIPMENT. U.S. Forest Service funds may not be used by the District to purchase equipment necessary to accomplish activities described in this agreement.
- T. GOVERNMENT-FURNISHED PROPERTY. The District may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. The District shall not modify, cannibalize, or make alterations to U.S. Forest Service property. A separate document, Form AD-107, must be completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

*District's Liability for Government Property.*



1. Unless otherwise provided for in the agreement, the District shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies—
    - a. The risk is covered by insurance or the District is/are otherwise reimbursed (to the extent of such insurance or reimbursement).
    - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of the District's managerial personnel. The District's managerial personnel, in this clause, means the District's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the District's business; all or substantially all of the District's operation at any one plant or separate location; or a separate and complete major industrial operation.
  2. The District shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. The District shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
  3. The District shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
  4. Upon the request of the Grants Management Specialist, the District shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.
- U. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. The District shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
- V. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The District shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

*"This institution is an equal opportunity provider."*

- W. REMEDIES FOR COMPLIANCE RELATED ISSUES. If the District materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may take one or more of the following actions:
1. Temporarily withhold cash payments pending correction of the deficiency by the District or more severe enforcement action by the U.S. Forest Service;
  2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
  3. Wholly or partly suspend or terminate the current agreement for the District's program;
  4. Withhold further awards for the program, or
  5. Take other remedies that may be legally available, including debarment procedures under 7 CFR part 3017.
- X. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and the District agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
  2. By 30 days written notification by the District to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated.

If, in the case of a partial termination, the U.S. Forest Service determines that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.

Upon termination of an agreement, the District shall not incur any new obligations for the terminated portion of the agreement after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to the District for the United States Federal share of the non-cancelable obligations properly incurred by the District up to the effective date of the



termination. Excess funds must be refunded within 60 days after the effective date of termination.

- Y. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- Z. DEBARMENT AND SUSPENSION. The District shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the District or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- AA. COPYRIGHTING. The District is granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement. However, the District shall not sell, or grant copyrights to a third-party designee who intends to sell the document as a profit making venture.
- No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right must be transferred to any sub-agreements or subcontracts.
- This provision includes:
- The copyright in any work developed by the District under this agreement.
  - Any right of copyright to which the District purchase(s) ownership with any federal contributions.
- BB. PUBLICATION SALE. The District may sell any publication developed as a result of this agreement. The publication may be sold at fair market value, which is initially defined in this agreement to cover the costs of development, production, marketing, and distribution. After the costs of development and production have been recovered, fair market value is defined in this agreement to cover the costs of marketing, printing, and distribution only. Fair market value must exclude any in-kind or federal government contributions from the total costs of the project.
- CC. 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.

DD. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through December 31, 2021 at which time it will expire. If the parties agree, a new 5 year agreement may be processed 45 days prior to this agreement’s expiration date to continue the projects.

EE. 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.

---

DARYL L. OSBY, FIRE CHIEF  
County of Los Angeles

Date

---

SCOTT KUHN, COUNTY COUNSEL  
County of Los Angeles

Date

---

DEBBIE AGUIRRE, Acting Chief, Financial Management  
Division, County of Los Angeles Fire Department

Date

---

JEFFREY VAIL, FOREST SUPERVISOR  
U.S. Forest Service, Angeles National Forest

Date





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

KAREN MCWILLIAMS  
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.

Attachment: A

USFS Agreement No.:

16-PA-11050100-005

Mod. No.:

Cooperator Agreement No.:

Burro Fire

**Note: This Financial Plan may be used when:**  
 (1) No program income is expected and  
 (2) The Cooperator is not giving cash to the FS and  
 (3) There is no other Federal funding

**Agreements Financial Plan (Short Form)**

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

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total	
Direct Costs						
Salaries/Labor	\$7,270.00	\$12,425.00	\$0.00	\$13,280.50	\$32,975.50	
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	\$0.00	\$2,175.00	\$2,175.00	
Supplies/Materials	\$15,000.00	\$36,575.00	\$0.00	\$730.05	\$52,305.05	
Printing	\$0.00	\$0.00	\$0.00	\$245.00	\$245.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other					\$0.00	
Subtotal	\$22,270.00	\$49,000.00	\$0.00	\$16,430.55	\$87,700.55	
Coop Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FS Overhead Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$22,270.00</b>	<b>\$49,000.00</b>	<b>\$0.00</b>	<b>\$16,430.55</b>	<b>\$87,700.55</b>	

**Total Project Value:**

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 81.27%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 18.73%
Total (f+g) = (h)	(h) 100.00%

## WORKSHEET FOR

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

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days	Total
Natural Resources Specialist	\$330.00	9.00	\$2,970.00
Botanist	\$300.00	7.00	\$2,100.00
Bio Technicians	\$220.00	10.00	\$2,200.00
			\$0.00
			\$0.00

##### Non-Standard Calculation

**Total Salaries/Labor**

**\$7,270.00**

#### Travel

##### Standard Calculation

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

##### Non-Standard Calculation

**Total Travel**

**\$0.00**

#### Equipment

##### Standard Calculation

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

##### Non-Standard Calculation

<b>Total Equipment</b>		<b>\$0.00</b>
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**Supplies/Materials**

**Standard Calculation**

Supplies/Materials	# of Items	Cost/Item	Total
Seeds (pounds)	1000.00	\$15.00	\$15,000.00
			\$0.00
			\$0.00
			\$0.00

**Non-Standard Calculation**

<b>Total Supplies/Materials</b>		<b>\$15,000.00</b>
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**Printing**

**Standard Calculation**

Paper Material	# of Units	Cost/Unit	Total
			\$0.00

**Non-Standard Calculation**

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

**Standard Calculation**

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

**Non-Standard Calculation**

<b>Total Other</b>		<b>\$0.00</b>
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<b>Subtotal Direct Costs</b>	<b>\$22,270.00</b>
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**Forest Service Overhead Costs**

Current Overhead Rate	Subtotal Direct Costs	Total
	\$22,270.00	\$0.00

<b>Total FS Overhead Costs</b>	<b>\$0.00</b>
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<b>TOTAL COST</b>	<b>\$22,270.00</b>
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## WORKSHEET FOR

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

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days		Total
Deputy Forester	\$150.00	35.00		\$5,250.00
Forestry Assistant	\$145.00	35.00		\$5,075.00
Forestry Technician	\$60.00	35.00		\$2,100.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$12,425.00</b>
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#### Travel

##### Standard Calculation

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

##### Non-Standard Calculation

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

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days		Total
Misc	1.00	\$6,000.00	1.00		\$6,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

##### Non-Standard Calculation

<b>Total Equipment</b>						<b>\$0.00</b>
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**Supplies/Materials**

**Standard Calculation**

Supplies/Materials		# of Items	Cost/Item		Total
Various Misc Greenhouse supplies		1.00	\$36,575.00		\$36,575.00
					\$0.00
					\$0.00
					\$0.00

**Non-Standard Calculation**

<b>Total Supplies/Materials</b>						<b>\$36,575.00</b>
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**Printing**

**Standard Calculation**

Paper Material		# of Units	Cost/Unit		Total
					\$0.00

**Non-Standard Calculation**

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

**Standard Calculation**

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

**Non-Standard Calculation**

<b>Total Other</b>						<b>\$0.00</b>
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<b>Subtotal Direct Costs</b>						<b>\$49,000.00</b>
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**Cooperator Indirect Costs**

Current Overhead Rate	Subtotal Direct Costs			Total
	\$49,000.00			\$0.00

<b>Total Coop. Indirect Costs</b>						<b>\$0.00</b>
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<b>TOTAL COST</b>						<b>\$49,000.00</b>
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## WORKSHEET FOR

### Cooperator In-Kind Contribution Cost Analysis, Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.  
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

Standard Calculation					
Job Description		Cost/Day	# of Days		Total
Deputy Forester		\$148.60	35.00		\$5,201.00
Forestry Assistant		\$132.48	40.00		\$5,299.20
Forestry Technician		\$57.34	45.00		\$2,580.30
Grants Manager		\$400.00	0.50		\$200.00
					\$0.00

#### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$13,280.50</b>
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#### Travel

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

#### Non-Standard Calculation

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

Standard Calculation					
Piece of Equipment	# of Units	Cost/Day	# of Days		Total
Cone Tumbler	1.00	\$65.00	10.00		\$650.00
Cone Shaker	1.00	\$65.00	10.00		\$650.00
Cone Dryer	1.00	\$65.00	10.00		\$650.00
Fertilizer Injector	1.00	\$75.00	3.00		\$225.00
					\$0.00

**Non-Standard Calculation**

**Total Equipment** **\$2,175.00**

**Supplies/Materials**

**Standard Calculation**

Supplies/Materials		# of Items	Cost/Item	Total
D- Pots-1300	Vendor Prc	5.00	\$60.21	\$301.05
D- Pot Collars 68	Vendor Prc	75.00	\$5.72	\$429.00
				\$0.00
				\$0.00

**Non-Standard Calculation**

**Total Supplies/Materials** **\$730.05**

**Printing**

**Standard Calculation**

Paper Material		# of Units	Cost/Unit	Total
Duplication	Stock Room	300.00	\$0.45	\$135.00
Brochures	Stock Room	200.00	\$0.55	\$110.00

**Non-Standard Calculation**

**Total Printing** **\$245.00**

**Other Expenses**

**Standard Calculation**

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

**Non-Standard Calculation**

**Total Other** **\$0.00**

**Subtotal Direct Costs** **\$16,430.55**

**TOTAL COST** **\$16,430.55**



Attachment:  USFS Agreement No.:  Mod. No.:

Cooperator Agreement No.:

**Note: This Financial Plan may be used when:**  
 (1) No program income is expected and  
 (2) The Cooperator is not giving cash to the FS and  
 (3) There is no other Federal funding

**Agreements Financial Plan (Short Form)**

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

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total	
Direct Costs						
Salaries/Labor	\$9,000.00	\$12,425.00	\$0.00	\$13,280.50	\$34,705.50	
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment	\$0.00	\$6,000.00	\$0.00	\$2,175.00	\$8,175.00	
Supplies/Materials	\$5,000.00	\$31,575.00	\$0.00	\$730.05	\$37,305.05	
Printing	\$0.00	\$0.00	\$0.00	\$245.00	\$245.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other					\$0.00	
Subtotal	\$14,000.00	\$50,000.00	\$0.00	\$16,430.55	\$80,430.55	
Coop Indirect Costs		\$0.00	\$0.00		\$0.00	
FS Overhead Costs	\$0.00				\$0.00	
<b>Total</b>	<b>\$14,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$16,430.55</b>	<b>\$80,430.55</b>	
<b>Total Project Value:</b>						

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	79.57% (f)
Total Cooperator Share (c+d) ÷ (e) = (g)	20.43% (g)
Total (f+g) = (h)	100.00% (h)

## WORKSHEET FOR

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

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days		Total
Natural Resources Specialist	\$350.00	10.00		\$3,500.00
Botanist	\$300.00	5.00		\$1,500.00
Bio Technicians	\$250.00	16.00		\$4,000.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

**Total Salaries/Labor**

**\$9,000.00**

#### Travel

##### Standard Calculation

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

##### Non-Standard Calculation

**Total Travel**

**\$0.00**

#### Equipment

##### Standard Calculation

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

##### Non-Standard Calculation

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

Supplies/Materials			
Standard Calculation			
Supplies/Materials	# of Items	Cost/Item	Total
Cuttings/Acorns/Cones (individuals)	5000.00	\$1.00	\$5,000.00
			\$0.00
			\$0.00
			\$0.00

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

<b>Total Supplies/Materials</b>	<b>\$5,000.00</b>
---------------------------------	-------------------

Printing			
Standard Calculation			
Paper Material	# of Units	Cost/Unit	Total
			\$0.00

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

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

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

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

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

<b>Subtotal Direct Costs</b>	<b>\$14,000.00</b>
------------------------------	--------------------

Forest Service Overhead Costs			
Current Overhead Rate	Subtotal Direct Costs		Total
	\$14,000.00		\$0.00
<b>Total FS Overhead Costs</b>			<b>\$0.00</b>

<b>TOTAL COST</b>	<b>\$14,000.00</b>
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## WORKSHEET FOR

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

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days		Total
Deputy Forester	\$150.00	35.00		\$5,250.00
Forestry Assistant	\$145.00	35.00		\$5,075.00
Forestry Technician	\$60.00	35.00		\$2,100.00
				\$0.00
				\$0.00

##### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$12,425.00</b>
-----------------------------	--------------------

#### Travel

##### Standard Calculation

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

##### Non-Standard Calculation

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

#### Equipment

##### Standard Calculation

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

##### Non-Standard Calculation

<b>Total Equipment</b>	<b>\$6,000.00</b>
------------------------	-------------------

**Supplies/Materials**

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item	Total	
Various Misc Greenhouse supplies	1.00	\$31,575.00	\$31,575.00	
			\$0.00	
			\$0.00	
			\$0.00	

**Non-Standard Calculation**

<b>Total Supplies/Materials</b>	<b>\$31,575.00</b>
---------------------------------	--------------------

**Printing**

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

**Non-Standard Calculation**

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

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

**Other Expenses**

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

**Non-Standard Calculation**

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

<b>Subtotal Direct Costs</b>	<b>\$50,000.00</b>
------------------------------	--------------------

**Cooperator Indirect Costs**

Current Overhead Rate	Subtotal Direct Costs	Total	
	\$50,000.00	\$0.00	
<b>Total Coop. Indirect Costs</b>		<b>\$0.00</b>	

<b>TOTAL COST</b>	<b>\$50,000.00</b>
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## WORKSHEET FOR

### Cooperator In-Kind Contribution Cost Analysis, Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.  
NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

#### Salaries/Labor

Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Deputy Forester		\$148.60	35.00	\$5,201.00
Forestry Assistant		\$132.48	40.00	\$5,299.20
Forestry Technician		\$57.34	45.00	\$2,580.30
Grants Manager		\$400.00	0.50	\$200.00
				\$0.00

#### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$13,280.50</b>
-----------------------------	--------------------

#### Travel

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

#### Non-Standard Calculation

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

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Cone Tumbler	1.00	\$65.00	10.00	\$650.00
Cone Shaker	1.00	\$65.00	10.00	\$650.00
Cone Dryer	1.00	\$65.00	10.00	\$650.00
Fertilizer Injector	1.00	\$75.00	3.00	\$225.00
				\$0.00

**Non-Standard Calculation**

**Total Equipment** **\$2,175.00**

**Supplies/Materials**

**Standard Calculation**

Supplies/Materials		# of Items	Cost/Item	Total
D- Pots-1300	Vendor Prc	5.00	\$60.21	\$301.05
D- Pot Collars 68	Vendor Prc	75.00	\$5.72	\$429.00
				\$0.00
				\$0.00

**Non-Standard Calculation**

**Total Supplies/Materials** **\$730.05**

**Printing**

**Standard Calculation**

Paper Material		# of Units	Cost/Unit	Total
Duplication	Stock Room	300.00	\$0.45	\$135.00
Brochures	Stock Room	200.00	\$0.55	\$110.00

**Non-Standard Calculation**

**Total Printing** **\$245.00**

**Other Expenses**

**Standard Calculation**

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

**Non-Standard Calculation**

**Total Other** **\$0.00**

**Subtotal Direct Costs** **\$16,430.55**

**TOTAL COST** **\$16,430.55**

# **EXHIBIT C**

**2015**

## **ANNUAL NURSERY OPERATING PLAN**

**USDA FOREST SERVICE, ANGELES NATIONAL FOREST**

**AND THE**

**COUNTY OF LOS ANGELES FIRE DEPARTMENT**

**FORESTRY DIVISION**

The USDA Forest Service, Angeles National Forest and the County of Los Angeles Fire Department – Forestry Division have entered into a five year participation agreement for the collection of seed, propagation and growing of nursery stock to rehabilitate and restore watershed areas on the Angeles National Forest. Plant species to be collected include, but not limited to, the following:

<b>Plant Species:</b>	<b>Quantity</b>	<b>Container Size</b>	<b>D-50</b>
➤ Chamise_	_____	Container Size	D-50
➤ Buckwheat	_____	Container Size	D-50
➤ CA. Broom	Quantity _____	Container Size	D-50
➤ Black Sage	Quantity _____	Container Size	D-50
➤ White Sage	Quantity _____	Container Size	D-50
➤ Purple Sage	Quantity _____	Container Size	D-50
➤ Sugar Bush	Quantity _____	Container Size	D-50
➤ Lemonade Berry	Quantity _____	Container Size	D-50
➤ Coffee Berry	Quantity _____	Container Size	D-50
➤ Manzanita Glauca	_____	Container Size	D-50
➤ Manzanita Patula	_____	Container Size	D-50
➤ Manzanita Parryana	_____	Container Size	D-50
➤ Manzanita Glandulosa	_____	Container Size	D-50
➤ Yucca	_____	Container Size	D-50



**The following is the annual operating plan of this agreement:**

**YEAR ONE:**

**JANUARY:**

- Propagate treated seeds collected in fall from the previous year.
- Purchase potting soil and amendment.
- Purchase racks and tubes for container stock.
- Prepare soil and racks/tubes to sow seeds in pot.
- Purchase mist system for green house for cuttings.
- Purchase shade house (60%) for pot beds.

**FEBRUARY:**

- Propagate treated seeds collected in fall from the previous year.
- Prepare soil and racks/tubes to sow seeds in pot.
- Prepare for hardening of newly propagated species.

**MARCH:**

- Propagate treated seeds collected in fall from the previous year.
- Set up mist system for propagation cuttings.

**APRIL:**

- Collect cuttings and prepare cuttings for greenhouse.
- Set up shade house for pot beds.

**MAY:**

- Monitor plant health.
- Fertilize nursery stock if needed.
- Pull shade cloth over small sized container stock.

**JUNE:**

- Monitor plant health.

- Audit irrigation system prior to summer heat.
- Shift cuttings into containers for pot beds.

**JULY:**

- Monitor plant health.
- Fertilize plant stock if needed.

**AUGUST:**

- Monitor plant health.

**SEPTEMBER:**

- Monitor plant health.
- Begin seed collection.

**OCTOBER:**

- Monitor plant health.
- Begin seed collection.

**NOVEMBER:**

- Seed collection.
- Propagation of seed not requiring treatment.
- Monitor plant health.
- Consolidate nursery stock.

**DECEMBER:**

- Propagation
- Monitor plant stock.