

FS Agreement No. 22-CS-11020200-006

NON FUNDED CHALLENGE COST SHARE AGREEMENT
Between The
POWDER PASS NORDIC CLUB
And The
USDA, FOREST SERVICE
BIGHORN NATIONAL FOREST

This NON FUNDED CHALLENGE COST SHARE AGREEMENT is hereby entered into by and between the Powder Pass Nordic Club, hereinafter referred to as “PPNC,” and the United States Department of Agriculture (USDA), Forest Service, Bighorn National Forest, hereinafter referred to as the “U.S. Forest Service,” under the authority: Department of Interior and Related Agencies Appropriation Act of 1992, Pub. L. 102-154.

Title: Pole Creek Nordic Area Maintenance Cooperation

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to provide a framework of cooperation between the U.S. Forest Service and PPNC to formalize maintenance requirements for the Pole Creek Nordic Area in accordance with the following provisions and the hereby incorporated Financial Plan, attached as Exhibit A.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The U.S. Forest Service is the agency responsible for managing recreation opportunities on National Forest System lands. To provide recreation opportunities and create partnerships are two of the primary management objectives identified in the 2005 Forest Plan:

Objective 2.a: Improve the capability of the Bighorn National Forest to provide diverse, high-quality outdoor recreation opportunities.

Strategies 4.: Provide nonmotorized and motorized trails/areas for a wide variety of uses and experiences.

Objective 4.c: Enhance the public services provided by the Bighorn National Forest through the pursuit of cooperation and public and private partnerships.

Strategies 5.: Create and foster partnerships with appropriate public and private sector organizations.

PPNC is a volunteer organization whose sole purpose is to promote cross-country skiing and snowshoe activities that encourage camaraderie while fostering an awareness of safe winter recreation and stewardship of the land. For over 20 years PPNC has assisted the U.S. Forest Service in maintaining two Nordic ski areas totaling 25 miles of trail. The



cross-country ski trails provide high quality winter recreation opportunity on the Bighorn National Forest.

Therefore, it is mutually beneficial and in the interest of both parties to work together in a cooperative relationship to continue to provide this service to the public.

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

III. PPNC SHALL:

- A. LEGAL AUTHORITY. PPNC 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. MAINTAIN POLE CREEK SKI TRAILS. This is to include, but in not limited to, removal of downed trees obstructing ski routes, grooming of snow on ski trails when applicable, ensuring proper signate along ski routes, and the general upkeep of toilets.
- C. RECEIVE PROPER APPROVAL FROM U.S. FOREST SERVICE. PPNC is required to receive written permission from the U.S. Forest Service in the form of a permit whenever purposed work conflicts with U.S. Forest Service rules and regulations. Some examples of work that would require a permit are: the removal of green trees, off-road use, or the construction or placement or a structure.
- D. NOTIFY U.S. FOREST SERVICE PRIOR TO WORKDAYS. Notify the U.S. Forest Service representative 10 days prior to conduction workdays.
- E. MAINTAIN ACCOUNTABILITY FOR VOLUNTEERS. Be responsible for knowing what work is being conducted by volunteers associated with their club. Provide volunteers with a reasonable expectation of safety while volunteers are conducting work. This means providing proper training, personal protective equipment and check in procedures for their volunteers.
- F. NOTIFY U.S. FOREST SERVICE OF VIOLATIONS OF U.S. FOREST RELUES AND REGULATIONS. Notify the U.S. Forest Service of any witnessed or suspected violations of Forest regulations as soon as reasonably possible.
- G. ASSIST WITH OTHER SKI AREA MAINTENANCE AS NEEDED. The U.S. Forest Service may also request PPNC to assist with the maintenance of other ski areas on the Powder River Ranger district.
- H. PROVIDE VOLUNTEER REPORT TO U.S. FOREST SERVICE. Furnish the U.S. Forest Service representative a written report of the work accomplished, and volunteer hours contributed, by September 30th of each year.



IV. THE U.S. FOREST SERVICE SHALL:

- A. PROVIDE TECHNICAL SUPPORT FOR PROJECES. Provide PPNC technical assistance and oversight for approved projects.
- B. PROVIDE ADMINISTRATIVE SUPPORT. Process new project requests in a timely manner. Provide PPNC with alternative solutions should a proposed project be denied.
- C. ENFORCE SKI AREA RULES AND REGULATIONS. Be solely responsible for enforcing ski area rules and regulations.
- D. ATTENDANCE OF PPNC MONTHLY MEETINGS. A representative from the U.S. Forest Service will try to attend PPNC’s monthly meetings to ensure an open line of communication between the U.S. Forest Service and the PPNC.
- E. PROVIDE PERSONAL PROTECTIVE EQUIPMENT AND OTHER WORK-RELATED ITEMS. Provide PPNC personal protective equipment (PPE) to include, but not limited to, eye protection, hearing protection and gloves. Provide other items to PPNC such as fuel for grooming devices, or other gear needed to perform specific projects.

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

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

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Aaron Kessler Powder Pass Nordic Club P.O. Box 14 Buffalo, WY 82834 Telephone: 970-629-1047 Email: powderpassnordic@gmail.com	Lorajane Kessler Powder Pass Nordic Club P.O. Box 14 Buffalo, WY 82834 Telephone: 970-629-1047 Email: powderpassnordic@gmail.com



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Brian Boden, Natural Resource Specialist Bighorn National Forest Powder River Ranger District 1415 Fort Street Buffalo, WY 82834 Telephone: 307-684-4633 FAX: 307-684-4626 Email: brian.boden@usda.gov	Karla Swenson Grants Management Specialist Bighorn and Shoshone National Forests 808 Meadow Lane Ave Cody, WY 82414 Telephone: 307-578-5189 FAX: 307-578-5112 Email: karla.m.swenson@usda.gov

B. **ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES.** This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 as continued in the Consolidated Appropriations Act, 2016, P.L. No. 114-113, Division E, Title VII, General Provisions Section 745 and 746 respectively regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement PPNC acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government. If PPNC fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds PPNC has expended in violation of sections 433 and 434.

C. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or PPNC 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 PPNC, at the address shown in the agreement or such other address designated within the agreement.

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



- D. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or PPNC from participating in similar activities with other public or private agencies, organizations, and individuals.
- E. ENDORSEMENT. Any of PPNC's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of PPNC's products or activities.
- F. USE OF U.S. FOREST SERVICE INSIGNIA. In order for PPNC to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications (Washington Office). A written request will be submitted by the U.S. Forest Service Region 2/Bighorn National Forest/Powder River Ranger District to the Office of Communications Assistant Director, Visual Information, and Publishing Services prior to use of the insignia. The U.S. Forest Service Region 2/Bighorn National Forest/Powder River Ranger District will notify the PPNC when permission is granted.
- G. NON-FEDERAL STATUS FOR COOPERATOR LIABILITY. PPNC agree(s) that any of PPNC's employees 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), and PPNC hereby willingly agree(s) to assume these responsibilities.

PPNC agree(s) that, except as otherwise provided in this provision below, of PPNC's volunteers shall not be deemed to be Federal employees and shall not be subject to the provisions of law relating to Federal employment, including those relating to hours of work, rates of compensation, leave, unemployment compensation, and Federal employee benefits. When PPNC's volunteers are performing approved tasks identified under this agreement, the following applies:

1. For the purpose of the tort claim provisions of Title 28 of the United States Code, any of PPNC's volunteers shall be considered a federal employee.
2. For the purpose of subchapter I of Chapter 81 of Title 5 of the United States Code, relating to the compensation of Federal employees for work injuries, PPNC's volunteers shall be deemed civil employees of the United States within the meaning of the term "employee" as defined in section 8101 of title 5, United States Code, and the provisions of that subchapter shall apply.
3. For the purposes of claims relating to damage to, or loss of, personal property of PPNC's volunteer incident to volunteer service, a volunteer shall be considered a Federal employee, and the provisions of 31 U.S.C 3721 shall apply.

Further, PPNC shall provide any necessary training and support to PPNC's employees, volunteers, and program participants, to ensure that such personnel are capable of performing tasks to be completed. PPNC shall also



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

- H. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.
- 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, and so forth.) 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. PPNC 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). PPNC shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.
- K. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). PPNC shall maintain current information in the System for Award Management (SAM). 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.
- L. AGREEMENT CLOSEOUT. Within 120 days after expiration or notice of termination the parties shall close out the agreement.
- Within a maximum of 120 days following the date of expiration or termination of this agreement, all reports required by the terms of the agreement must be submitted to the U.S. Forest Service by PPNC.
- M. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.



Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information

PPNC 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 no later than 120 days from the expiration date of the agreement.

- N. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. PPNC 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. PPNC shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service Inspector General, or Comptroller General or their authorized representative. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

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

- O. FREEDOM OF INFORMATION ACT (FOIA). Public access to agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

- P. 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.

- Q. GOVERNMENT-FURNISHED PROPERTY. PPNC may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. PPNC 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.

Cooperator Liability for Government Property.

1. Unless otherwise provided for in the agreement, PPNC 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 PPNC 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 PPNC's managerial personnel. PPNC's managerial personnel, in this provision, means PPNC's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of PPNC's business; all or substantially all of PPNC's operation at any one plant or separate location; or a separate and complete major industrial operation.
 2. PPNC shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. PPNC 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. PPNC 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, PPNC 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.
- R. REMEDIES FOR COMPLIANCE RELATED ISSUES. If PPNC 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 wholly or partly suspend or terminate the current agreement.



- S. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and PPNC 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 PPNC to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the agreement does not accomplish the purpose for which the award/agreement was made, the U.S. Forest Service may terminate the award upon 30 days written notice in its entirety.
- T. 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.
- U. DEBARMENT AND SUSPENSION. PPNC 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 PPNC 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.
- V. TRAINING, EVALUATION, AND CERTIFICATION OF SAWYERS. Any of the cooperator's employees, and any participants and volunteers engaged on behalf of the cooperator and U.S. Forest Service, who will use chain saws or crosscut saws on National Forest System lands to conduct the program of work contained in this agreement must be trained, evaluated, and certified in accordance with U.S. Forest Service Manual 2358 and U.S. Forest Service Handbook 6709.11, section 22.48b. The cooperator is responsible for providing this training, evaluation, and certification, unless the U.S. Forest Service and the cooperator determine it is not in the best interest of the partnership. In these circumstances, the U.S. Forest Service, upon request and based on availability of Agency funding and personnel, may assist with developing and conducting training, evaluation, and certification of the cooperator's employees, and any volunteers and participants engaged on behalf of the cooperator and the U.S. Forest Service, who will use chain saws or crosscut saws on National Forest System lands.
- W. 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 90 days prior to implementation of the requested change.

- X. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **March 1, 2027** at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.
- Y. 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.

Aaron Kessler 4/11/22
 AARON KESSLER, President Date
 Powder Pass Nordic Club

 ANDREW K. JOHNSON, Forest Supervisor Date
 U.S. Forest Service, Bighorn National Forest

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

KARLA SWENSON Digitally signed by KARLA SWENSON
 Date: 2022.04.01 17:38:17 -06'00'

 KARLA SWENSON Date
 U.S. Forest Service Grants Management Specialist

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.

Exhibit: **A**

USFS Agreement No.: **22-CS-11020200-006**
Cooperator Agreement No.:

Mod. No.:

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

Agreements Financial Plan (Short Form)

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

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$1,338.05	\$0.00	\$0.00	\$9,132.80	\$10,470.85
Travel	\$203.10	\$0.00	\$0.00	\$1,800.32	\$2,003.42
Equipment	\$0.00	\$0.00	\$0.00	\$9,400.00	\$9,400.00
Supplies/Materials	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$1,781.15	\$0.00	\$0.00	\$20,333.12	\$22,114.27
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$213.74				\$213.74
Total	\$1,994.89	\$0.00	\$0.00	\$20,333.12	\$22,328.01
Total Project Value:					\$22,328.01

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 8.93%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 91.07%
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
Drafting Agreement	\$191.15	1.00		\$191.15
Permitting	\$191.15	1.00		\$191.15
Assisting Club with Maintenance	\$191.15	5.00		\$955.75
Non-Standard Calculation				
				\$0.00
Total Salaries/Labor				\$1,338.05

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
50 Miles Round Trip to Pole Creek		\$33.85	6.00	\$203.10
Non-Standard Calculation				
				\$0.00
Total Travel				\$203.10

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

Supplies/Materials				
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
10 Gallons of Fuel Bi-Weekly		8.00	\$30.00	\$240.00
Non-Standard Calculation				
				\$0.00
Total Supplies/Materials				\$240.00

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

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

Subtotal Direct Costs	\$1,781.15
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Forest Service Overhead Costs			
Current Overhead Rate	Subtotal Direct Costs		Total
12.00%	\$1,781.15		\$213.74
Total FS Overhead Costs			\$213.74

TOTAL COST	\$1,994.89
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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
Ski Area Maintenance - Volunteers	\$228.32	40.00		\$9,132.80
*Based on the value of volunteer time per independentsector.org				
Non-Standard Calculation				
				\$0.00
Total Salaries/Labor				\$9,132.80

Travel				
Standard Calculation				
Travel Expense	Volunteers	Cost/Trip	# of Trips	Total
50 Miles Round Trip to Pole Creek	2	\$56.26	16	\$1,800.32
Non-Standard Calculation				
				\$0.00
Total Travel				\$1,800.32

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
2008 Skidoo Skandic SWT	1	\$200.00	1.00	\$200.00
2010 Skidoo Skandic SWT	1	\$200.00	1.00	\$200.00
2014 Yamaha Grizzly ATV	1	\$500.00	12.00	\$6,000.00
YTS Roller/Packer/Tracksetter	1	\$50.00	8.00	\$400.00
2010 YTS Ginzu Groomer/Tracksetter	1	\$100.00	8.00	\$800.00
2015 YTS Ginzu Groomer/Tracksetter	1	\$100.00	8.00	\$800.00
2010 Snowmobile Trailer	1	\$200.00	4.00	\$800.00
Stihl 362 Chainsaw	1	\$50.00	4.00	\$200.00
Non-Standard Calculation				
				\$0.00
Total Equipment				\$9,400.00

Supplies/Materials

Standard Calculation

Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00

Non-Standard Calculation

				\$0.00
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Total Supplies/Materials				\$0.00
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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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Total Printing				\$0.00
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Other Expenses

Standard Calculation

Item		# of Units	Cost/Unit	Total
				\$0.00

Non-Standard Calculation

				\$0.00
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Total Other				\$0.00
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Subtotal Direct Costs				\$20,333.12
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TOTAL COST				\$20,333.12
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