

USFS Agreement No.:

Mod. No.

Cooperator Agreement No.:

Agreements Financial Plan (Short Form)

1. 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) Non-Cash	(b) Reimb. Coop. Expenses	(c) Non-Cash	(d) In-Kind	
Direct Costs					
Salaries/Labor					\$0.00
Travel					\$0.00
Equipment Use					\$0.00
Supplies					\$0.00
Materials					\$0.00
Printing					\$0.00
Other				\$25.00	\$25.00
	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Indirect Costs					\$0.00
Total	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00
Total Project Value:					\$25.00

Matching Costs Determination	
Total Forest Service Share =	(f)
(a+b) ÷ (e) = (f)	0.00%
Total Cooperator Share	(g)
(c+d) ÷ (e) = (g)	100.00%
Total (f+g) = (h)	(g)
	100.00%

Reimbursement Calculation	
Forest Service reimbursement percent (as % of expenses directly incurred by the Cooperator-- i.e., Cooperator's non-cash contributions only -- that are subject to Forest Service reimbursement)	
(b) ÷ (b+c) = (i)	(i)
	#DIV/0!
Cooperator expenses <u>not</u> reimbursed by Forest Service	(j)
(c) ÷ (c+d) = (j)	#DIV/0!
Reimbursable Amount = Total actual cost incurred to date (sum of cost elements from the Cooperator's invoice as prescribed in agreement provisions _____ and _____ multiplied by	

#DIV/0! (u) minus any previous Forest Service payments, not to exceed the subtotal amount listed in column (c) minus any estimated program income.)

2. Cost Analysis:

Use the following section to show additional information that supports the lump sum figures provided above. The following Cost Analysis boxes, (a)-(d), should provide a cost analysis of the corresponding matrix columns, (a)-(d), above, e.g. matrix column (a) FS Non-Cash Contribution should be analyzed under block (a), below, and matrix column (b) In-Kind Contribution should be analyzed under block (b), below, etc. Furthermore, each cost analysis box, below, should have clear labels indicating which cost element, above, that is being analyzed, e.g. Salary/Labor = hrs or days x rate; Travel = miles x rate or months x FOR rate, days x per diem rate; Equipment Use = hrs or days x rate; Supplies & Materials--list of items and estimated cost; Printing = estimated cost per item; Indirect Cost = Direct cost x current indirect rate.

If necessary, add additional sheets for cost analysis. To compress any unwanted portion(s) of this section, highlight the section to be hidden, then select "Format", "Row", and "Hide" from the toolbar.

(a)

(b)

(c)

(d)

3. Instructions: Use this form in conjunction with ID 1509.11-2007-1.

Use Cost Elements that apply to the particular project. The Cost Elements listed are examples of those commonly used. Delete those that don't apply. Value assessed for volunteer labor should be commensurate with local labor rates for similar work. Donated materials, equipment and supplies should be valued at rates and prices available in the current local market.

(a) **Forest Service Non-Cash Contribution:** Forest Service employee salaries, travel, equipment, supplies, etc., provided toward completion of the project. Total Forest Service indirect cost (overhead) is also included in this column. All the costs listed here **are an expense** to the Forest Service.

(b) **Reimbursable Cooperator Expenses:** The figure(s) listed are both the maximum Forest Service funds to be obligated for reimbursement and Cooperator expenses that are not included anywhere else on this form. This is **an expense** to the Forest Service.

(c) **Cooperator Non-Cash Contribution:** Cooperator employee salaries, travel, equipment, supplies, etc., provided toward completion of the project. Total Cooperator indirect cost (overhead) is also included in this column. All the costs listed here **are an expense** to the Cooperator.

(d) **Value of Cooperator In-Kind Contribution:** Cooperator non-cash contributions provided toward completion of the project for which the Cooperator has **incurred no expense**. These contributions can be made from the Cooperator or through the Cooperator by other entities and include such items as volunteer labor, donated materials, equipment, supplies, etc. These values are not reimbursable and can only be used to satisfy the Cooperator's matching requirement.

(e) **Total Project Value:** The sum of all the values provided toward the project. This figure reflects the true estimated cost of the project.

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-New. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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			USFS Agreement No.:		Mod. No.	
			Cooperator Agreement No.:			
Agreements Financial Plan (Short Form)						
1. Financial Plan Matrix:	Note: All columns may not be used. Use depends on source and type of contribution(s).					
	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS			
	(a)	(b)	(c)	(d)		
		Reimb.				
	Non-Cash	Coop.	Non-Cash	In-Kind		
COST ELEMENTS		Expenses			(e) Total	
Direct Costs						
Salaries/Labor					\$0.00	
Travel					\$0.00	
Equipment Use					\$0.00	
Supplies					\$0.00	
Materials					\$0.00	
Printing					\$0.00	
Other					\$0.00	
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Indirect Costs					\$0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Project Value:					\$0.00	
Matching Costs Determination			Reimbursement Calculation			
Total Forest Service Share =	(f)	Forest Service reimbursement percent (as % of expenses directly incurred by the Cooperator-- i.e., Cooperator's non-cash contributions only -- that are subject to Forest Service reimbursement)				
(a+b) ÷ (e) = (f)	#DIV/0!	(b) ÷ (b+c) = (i)				(i)
						#DIV/0!
Total Cooperator Share	(g)	Cooperator expenses <u>not</u> reimbursed by Forest Service				
(c+d) ÷ (e) = (g)	#DIV/0!	(c) ÷ (c+d) = (j)				(j)
						#DIV/0!
Total (f+g) = (h)	(g)	Reimbursable Amount = Total actual cost incurred to date (sum of cost elements from the Cooperator's invoice as prescribed in agreement provisions				
	#DIV/0!	#DIV/0!			and	multiplied by
		(u) minus any previous Forest Service payments, not to exceed the subtotal amount				

			listed in column (c) minus any estimated program income.)				
2. Cost Analysis:							
	<p>Use the following section to show additional information that supports the lump sum figures provided above. The following Cost Analysis boxes, (a)-(d), should provide a cost analysis of the corresponding matrix columns, (a)-(d), above, e.g. matrix column (a) FS Non-Cash Contribution should be analyzed under block (a), below, and matrix column (b) In-Kind Contribution should be analyzed under block (b), below, etc. Furthermore, each cost analysis box, below, should have clear labels indicating which cost element, above, that is being analyzed, e.g. <u>Salary/Labor</u> = hrs or days x rate; <u>Travel</u> = miles x rate or months x FOR rate, days x per diem rate; <u>Equipment Use</u> = hrs or days x rate; <u>Supplies & Materials</u>--list of items and estimated cost; <u>Printing</u> = estimated cost per item; <u>Indirect Cost</u> = Direct cost x current indirect rate.</p>						
	<p>If necessary, add additional sheets for cost analysis. To compress any unwanted portion(s) of this section, highlight the section to be hidden, then select "Format", "Row", and "Hide" from the toolbar.</p>						
(a)							
(b)							
(c)							
(d)							

3. Instructions: Use this form in conjunction with ID 1509.11-2007-1.								
<p><i>Use Cost Elements that apply to the particular project. The Cost Elements listed are examples of those commonly used. Delete those that don't apply. Value assessed for volunteer labor should be commensurate with local labor rates for similar work. Donated materials, equipment and supplies should be valued at rates and prices available in the current local market.</i></p>								
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<p>(b) Reimbursable Cooperator Expenses: The figure(s) listed are both the maximum Forest Service funds to be obligated for reimbursement and Cooperator expenses that are not included anywhere else on this form. This is an expense to the Forest Service.</p>								
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<p>(e) Total Project Value: The sum of all the values provided toward the project. This figure reflects the true estimated cost of the project.</p>								
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