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 C		
	(a)	(b) Reimb.	(c)	(d)	
COST ELEMENTS	Non-Cash	Coop.	Non-Cash	In-Kind	(e)
Direct Costs		Expenses			Total
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			\$25.00	
	To	otal Project Valu	ie:		\$25.00

Matching Costs Determ	nination_
Total Forest Service Share =	(f)
$(a+b) \div (e) = (f)$	0.00%
Total Cooperator Share	(g)
$(c+d) \div (e) = (g)$	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., Co contributions only that are subject to Forest Service reimbursement)	operator's non-cash
$(b) \div (b+c) = (i)$	(i)
	#DIV/0!
Cooperator expenses <u>not</u> reimbursed by Forest Service	(j)
$(c) \div (c+d) = (j)$	#DIV/0!
Reimbursable Amount = Total actual cost incurred to date (sum of cost elements from the Cooperator's prescribed in agreement provisions and	s invoice as 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) <u>Forest Service Non-Cash Contribution:</u> 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 <u>are an expense</u> to the Forest Service.
- (b) <u>Reimbursable Cooperator Expenses:</u> 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 <u>an expense</u> to the Forest Service.
- (c) <u>Cooperator Non-Cash Contribution:</u> 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 <u>are an expense</u> to the Cooperator.
- (d) <u>Value of Cooperator In-Kind Contributions</u>: Cooperator non-cash contributions provided toward completion of the project for which the Cooperator has <u>incurred no expense</u>. 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) <u>Total Project Value</u>: 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 Agreeme	nt No.:				
		Agre	eements Fina	ncial Plan (Sh	ort Form)			
1. Financial Plar	n Matrix:	Note: All columns ma	y not be used. Use de	pends on source and	type of contribution(s).			
		FOREST SERVICE	CONTRIBUTIONS	COOPERATOR	CONTRIBUTIONS			
		(a)	(b)	(c)	(d)			
			Reimb.					
CC	OST ELEMENTS	Non-Cash	Coop.	Non-Cash	In-Kind	(e)		
Dir	rect Costs		Expenses			Total		
Sa	alaries/Labor					\$0.00		
Tra	avel					\$0.00		
Eq	ηuipment Use					\$0.00		
Su	ıpplies					\$0.00		
Ма	aterials					\$0.00		
Pri	inting					\$0.00		
Otl	her					\$0.00		
Su	ıbtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Ind	direct Costs					\$0.00		
To	ıtal	\$0.00	\$0.00	\$0.00	\$0.00			
		Tota	al Project Value:			\$0.00		
<u>M</u>	Matching Costs Deter	_			Reimbursement Calcu			
Total Forest Serv $(a+b) \div (e) = (f)$	vice Share =	(f) #DIV/0!	Forest Service reimbornon-cash contribution	ursement percent (as as only that are sub	% of expenses directly in ject to Forest Service rei	ncurred by the Cooper imbursement)	ator i.e., Cod	operator's
			(b) $\div$ (b+c) = (i)					(i)
								#DIV/0!
Total Cooperator Share (g)		(g)	Cooperator expenses <u>not</u> reimbursed by Forest Service					(j)
$(c+d) \div (e) = (g)$		#DIV/0!	$(c) \div (c+d) = (j)$					#DIV/0!
					ncurred to date (sum of o	cost elements from the		I
Total $(f+g) = (h)$		107	invoice as prescribed	·			and	multiplied by
		#DIV/0!	#DIV/0!	(u) minus any previou	us Forest Service payme	nts, not to exceed the	subtotal amou	unt

	1		,	rogram income.)			
T I							
2. Cost Analysis:							
Use the following se Cost Analysis boxes, FS Non-Cash Contrib under block (b), below that is being analyzed	cction to show addition (a)-(d), should provide ution should be analyz w, etc. Furthermore, each, e.g. Salary/Labor = hor days x rate; Supplie urrent indirect rate.	a cost analysis of the dunder block (a), ch cost analysis book or days x rate; To	ne corresponding melow, and matrix of the selow, should hat the savel = miles x rate	natrix columns, (a)-(d) column (b) In-Kind Co ve clear labels indicat or months x FOR rate	, above, e.g. matrix ntribution should be ing which cost elen e, days x per diem r	column (a) e analyzed nent, above, ate;	
If necessary, add ad section to be hidder	ditional sheets for co	st analysis. To co ", "Row", and "Hio	ompress any unwa de" from the toolb	unted portion(s) of thar.	is section, highlig	ht the	
(a)							
(b)							
(c)							<u> </u>
(d)							

					1		
ıctio	ons: Use this form in conju	nction with ID 1509.	11-2007-1.				
	Use Cost Elements that a don't apply. Value assess and supplies should be va	ed for volunteer lab	or should be comme	ensurate with local la	bor rates for similar we	monly used. Delete ti ork. Donated material	hose that ls, equipment
				<u> </u>		<u> </u>	
	(a) Forest Service Non-Ca project. Total Forest Service						
	(1) 7 : 1 . 11 . 2		5 ( ) !! ! !				
	(b) Reimbursable Cooperator expenses that a	ator Expenses: The are not included anyw	figure(s) listed are bo here else on this form	oth the maximum Fores n. This is <b>an expense</b>	to the Forest Service.	ligated for reimbursem	ent and
	(c) <u>Cooperator Non-Cash</u> Total Cooperator indirect co	Contribution: Coop est (overhead) is also	erator employee sala included in this colum	ries, travel, equipment nn. All the costs listed	, supplies, etc., provided here <u>are an expense</u> to	toward completion of the Cooperator.	the project.
	(d) Value of Cooperator In has incurred no expense. volunteer labor, donated matching requirement.	These contributions	can be made from the	e Cooperator or throug	h the Cooperator by other	er entities and include :	such items as
	(e) <u>Total Project Value</u> : T	he sum of all the valu	ies provided toward tl	he project. This figure	reflects the true estimate	ed cost of the project.	
			Burden	Statement			
	the Department Deduction As	t of 1995, an agency	may not conduct or si	ponsor, and a person i	s not required to respond	d to a collection of info	mation unless
	valid OMB control number. T						

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