# 2015 COLORADO STATEWIDE WILDLAND FIRE MANAGEMENT ANNUAL OPERATING PLAN

BETWEEN THE

**UNITED STATES DEPARTMENT OF THE INTERIOR**

BUREAU OF LAND MANAGEMENT – COLORADO

and

NATIONAL PARK SERVICE – INTERMOUNTAIN REGION

and

BUREAU OF INDIAN AFFAIRS – SOUTHWEST REGION

and

UNITED STATES FISH AND WILDLIFE SERVICE – MOUNTAIN PRAIRIE REGION

and

**UNITED STATES DEPARTMENT OF AGRICULTURE**

FOREST SERVICE – ROCKY MOUNTAIN REGION

(USFS Agreement Number 11-FI-11020000-017)

and

**STATE OF COLORADO**
DEPARTMENT OF PUBLIC SAFETY, DIVISION OF FIRE PREVENTION AND CONTROL

**COLORADO STATE UNIVERSITY** COLORADO STATE FOREST SERVICE

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# 2015 COLORADO STATEWIDE WILDLAND FIRE MANAGEMENT ANNUAL OPERATING PLAN

## PREAMBLE

This annual operating plan is prepared pursuant to the Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement (Statewide Agreement) for the State of Colorado signed and dated June 1, 2011.

## PURPOSE

This Statewide Wildland Fire Management Annual Operating Plan (SAOP) is applicable to all signatory parties (Colorado Division of Fire Prevention and Control, Colorado State Forest Service, USDA Forest Service Rocky Mountain Region, USDI Colorado Bureau of Land Management, Bureau of Indian Affairs Southwest Region, National Park Service Intermountain Region, and Fish and Wildlife Service Mountain Prairie Region) within the State of Colorado. It addresses how signatories will implement the Statewide Agreement. Local level Annual Operating Plans with Counties and/or Fire Protection Districts (County AOP) will tier to the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response agreement for the parties listed above and to further define local level issues. This SAOP is not intended to force or suggest that any signatory operate outside their statutory authorities, policies, mission, or business practices. It will identify common approaches in wildland fire management and also agency specific approaches.

## RECITALS

National Response Framework activities will be accomplished utilizing established dispatch coordination concepts. Situation and damage assessments information will be transmitted through established fire suppression intelligence channels.

Jurisdictional agencies are responsible for all planning documents (i.e., land use, resource and fire management plans and decision support documents) for a unit's wildland fire and fuels management program.

Protecting Agencies implement the actions documented and directed by the appropriate planning documents and decision support documents for initial and extended attack on wildfire incidents. They provide the supervision and support including operational oversight, direction and logistical support to Incident Management Teams.

## INTERAGENCY COOPERATION

Agencies party to this plan will operate under the concepts defined in the Department of Homeland Security's National Incident Management System (NIMS) and National Wildfire Coordinating Group (NWCG) guidance.

**Jurisdictional Roles**

The agency having jurisdiction has overall responsibility for that incident; multi-jurisdictional incidents will result in shared responsibilities.

It is intended that all agencies/jurisdictions that manage, or are threatened by, an extended attack wildfire should participate in the development and approval of a strategic decision document for management of the incident. Agencies/jurisdictions will provide an agency administrator or representative to participate in the development of the incident objectives, strategies, and delegations of authority. The representative will have the authority to make decisions regarding financial obligations, resource ordering and management objectives. Agreements will be developed to clarify jurisdictional relationships and define roles and responsibilities among local, state, tribal, and federal fire protection entities, based on each entity's enabling protection authorities and assistance/mutual aid responsibilities.

**Colorado Division of Fire Prevention and Control (DFPC)** – By statute, Fire Protection Districts and County Sheriffs are responsible for wildfire suppression; i.e., the protecting/jurisdictional agencies. DFPC is designated the lead Colorado state agency for wildfires and DFPC's role in wildfire incidents that meet specific Emergency Fire Fund (EFF) criteria and/or are declared state responsibility fires is defined in the Colorado State Emergency Operations Plan. Furthermore, DFPC provides the framework and structure that allows fire departments and counties to participate in cross-boundary interagency wildfire response through a cooperative agreement with the Colorado counties. DFPC provides technical assistance to all counties and local fire protection districts upon request. At the request of a County Sheriff (or representative) and upon mutual agreement with the DFPC Director (or representative), DFPC may assume charge of wildfires that exceed the County's resources or management ability. By statute, DFPC may cooperate and assist any federal agency in wildland fire management.

**Colorado State Forest Service (CSFS)** – The mission of the CSFS is to achieve stewardship of Colorado's diverse forest environments for the benefit of present and future generations. By statute, CSFS provides forest management, research, education and outreach including those programs related to fire ecology, fuels mitigation, community wildfire protection plans, defensible space, FireWise, and forest risk assessments. CSFS continues to be the lead forest management agency for the State of Colorado and is fully accessible to agencies, organizations and landowners where integration and application of forestry knowledge, skills and experience add value. Partnering with federal agencies on projects beneficial to the federal agency and CSFS can be accomplished through Project and Financial Plans as described in the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement, or through other specific agreements, MOUs, or contracts within the authorities of the participating agencies.

**United States Department of Agriculture - Forest Service (USFS)** - The USFS is responsible for all management activities on National Forest and Grasslands. For this SAOP, the primary role of the USFS is wildland fire management, where the protection of human life is the overriding priority. Setting subsequent priorities will be based on the values to be protected, human health and safety, and the cost of protection. The USFS will serve in a support role during structural fire protection operations and may assist in exterior structure protection measures where wildfires threaten improvements or where structures threaten wildland natural resources.

**United States Department of the Interior - Bureau of Land Management (BLM)** - The BLM is responsible for wildland fire suppression activities on BLM lands. The protection of human life is the overriding priority. Subsequent priorities will be based on values at risk, and cost of protection. BLM supports closest forces concept for initial attack on BLM lands. In some counties (e.g., Larimer) through cooperative agreement with BLM, the USFS has initial attack responsibilities for BLM lands.

**United States Department of the Interior - National Park Service (NPS)** - The NPS is responsible for all wildland fire management activities on National Park lands. The NPS supports closest forces concept for initial attack within the park; however, the Incident Commander (IC) must coordinate with the park Duty Office for the appropriate decision for the management of the fire. Fire dispatching will be through the local Interagency Zone Dispatch Centers who will notify and/or coordinate with county and park as needed. Local communications or local Dispatch Center will notify the park of any reported fire affecting or threatening park land. For boundary fires, county communications or dispatch center will notify all affected agencies.

**United States Department of the Interior - Bureau of Indian Affairs (BIA)** - The BIA is responsible for all wildland fire management activities on BIA lands. The BIA supports closest forces concept for initial attack within BIA boundaries. The initial attack IC must coordinate with the BIA Duty Office for the Appropriate Management Response decision.

**United States Department of the Interior - US Fish and Wildlife Service (FWS)** - The FWS is responsible for all wildland fire management activities on National Wildlife Refuge and National Fish Hatchery lands in Colorado. Currently all fire management activities on all FWS units in Colorado are managed by a FWS Fire Management Officer. However, all FWS units participate as an interagency partner in local Service First/Blended Unit zone Fire Management organizations. The FWS supports closest forces concept for initial attack within FWS boundaries. Fire dispatching will be through the local Interagency Zone Dispatch Center, who will notify and/or coordinate with refuge/hatchery staff as needed.

**Interagency Zone Dispatch Centers**
There are six (6) Interagency Zone Dispatch Centers and one Geographic Coordination Center that operate within the State of Colorado.

**Interagency Resources**
All wildland fire agencies are limited by current staffing and funding levels. Wildfire is normally a seasonal event in Colorado and as such, fire suppression capability will vary by time of year. Initial attack, mutual aid, or assistance for hire among federal, county, local and state entities is described in County Annual Operating Plans (County AOP) or in local agreements.

The protecting agency has the primary responsibility to negotiate with local government fire forces and to develop agreements that clearly establish responsibilities for protection of wild lands and structures within their protection boundaries. Agreements will follow the Interagency Standards for Fire and Aviation Operations (Red Book), and the Wildland Fire and Aviation Program Management and Operations Guide (Blue Book), Wildland Fire Incident Management Field Guide, Rocky Mountain Area (RMA) Interagency Mobilization Guide and Interagency Incident Business Management Handbook, Colorado State Emergency Operations Plan and other agency manuals.

Local fire entities that are not covered under a state or county cooperative agreement cannot be a signatory to a County AOP as provided for in this agreement. Individual agreements with these entities can be made between any federal agency and a local fire entity.

Dispatching local government fire forces should follow all the protocols stated in the RMA Interagency Mobilization Guide (Mobilization of Local Firefighting Forces).

There may be situations when additional fire personnel are necessary for mobilization and the need can be filled by supplemental personnel available to fire departments. Supplemental fire resources may be hired by local fire entities. Federal agencies may hire additional personnel under the AD Pay Plan or contracting.

The jurisdictional agency has overall responsibility for an incident. Jurisdictional agency is also the agency to be billed for any incidents in Colorado (see Exhibit A).

**Standards/Qualifications**
All personnel will meet standards set forth in the most current version of National Wildfire Coordinating Group (NWCG) PMS 310-1 (Wildland Fire Qualification System Guide). NWCG allows for accepting local qualifications within local jurisdictions during initial attack. All cooperators dispatched outside of their local jurisdiction will meet NWCG standards. NWCG allows agencies to require more stringent standards than the minimum for their agency specific personnel.

## PREPAREDNESS

### Protection Planning

**DFPC:**

- DFPC's role is defined in ESF-4, Colorado State Emergency Operating Plan (see Exhibit G).
- DFPC develops a Colorado Wildfire Preparedness Plan for the Governor annually.
- DFPC maintains Colorado Resource Rate Forms (CRRF), which identify local resources available for fire suppression statewide and nationally and enable entry into the Resource Ordering and Status System (ROSS).
- DFPC maintains cooperative wildfire protection agreements with each county in Colorado.

**Federal Agencies:**

Preparedness planning for federal agencies will follow guidelines outlined in local unit land resource management plans and/or fire management plans.

### Protection Areas and Boundaries

Areas will be defined in County AOPs. County AOPs exist for individual counties or for groups of counties.

### Methods of Fire Protection and Suppression

**Mutual Aid Fire Protection:** Mutual Aid is the initial attack assistance provided by a supporting Agency at no cost to the jurisdictional (protecting) agency for an established time period (Mutual Aid Period) and distance. Supporting agencies may, upon request (or voluntarily) take initial attack action in support of the jurisdictional agency, and should notify the jurisdictional agency of lands involved or threatened. The jurisdictional agency is not obligated to reimburse a supporting agency for cost incurred during the Mutual Aid Period. It is understood that no supporting agency will be required to assist, or commit resources to a jurisdictional agency, if doing so may jeopardize the security of lands or the responsibilities of the supporting agency. Mutual aid periods and mileage will be defined in County AOPs.

**DFPC** – DFPC does not have primary initial attack responsibilities; however DFPC may participate in mutual aid in the context of statewide annual operating planning.

**Cooperators** - Mutual Aid by local government and cooperators within Colorado counties and DFPC, when appropriate, will be addressed in county AOPs.

### Public Use Restrictions

DFPC will coordinate with all jurisdictions prior to recommending statewide fire restrictions or bans to the Governor.

Restrictions are managed at the local/zone level through Zone Dispatch Area Boards and/or Local Multi-Agency Coordination (LMAC) Groups. Parties to this plan agree to support coordinated local/zone level restrictions. Coordinated efforts will be documented in local/zone restriction plans or County AOPs. Restriction information can be found at http://www.coemergency.com/p/fire-bans-danger.html http://www.cofireban.info/.

**Burning Permits/Smoke Permits**

**DFPC**-burning permits and smoke permits are under the jurisdiction of the State Department of Public Health and Environment (CDPHE). DFPC follows state and federal regulations managed by the Air Pollution Control Division (APCD).

**Federal Agencies** – Parties to this SAOP will follow state and federal regulations managed by Air Pollution Control Division (APCD).

Link: http://www.cdphe.state.us/ap/

**Prescribed Fire (Planned Ignitions) and Fuels Management**

**Prescribed Fire Management**: Agencies may enter into project and/or financial plans that define roles and conditions for participating and/or assisting in the planning and implementation of prescribed burns. Such participation and/or assistance will adhere to individual agency authority, policy, and business practices. The host agency (the agency that is jurisdictionally responsible for land management or the agency that has an agreement with the land owning entity to provide for land management) will be responsible for initiating and developing the project and/or financial plans.

**Escaped Prescribed Fires** - All protocols and procedures pertaining to wildfire response, suppression, and business practices will be followed from the point in time that a prescribed fire escapes control and is declared a wildfire.

## OPERATIONS

**Fire Notifications**

Fire notifications will be outlined/documented in County AOPs. Phone numbers for the different agencies may be found in the Rocky Mountain Area Interagency Mobilization Guide.

**Boundary Line Fires**

Boundary Line Fires are defined in County AOPs. A fire adjacent to a protection boundary or located in an area of undetermined jurisdiction will be the initial attack responsibility of protecting agencies on both sides of the boundary. If multiple agencies are engaged in a fire on or near common boundaries, the agency representatives shall convene as soon as possible to mutually agree upon the fire strategy and delegate an Incident Commander (IC). If the fire is

confined to a single jurisdiction, that agency will designate an IC. It shall be the responsibility of the jurisdictional agency to provide or mobilize replacement forces.

**Structure Protection**

The operational roles of the federal agencies as partners in the wildland urban interface are wildland firefighting, hazard reduction, cooperative prevention, education, and technical assistance. Structural fire suppression is the responsibility of tribal, state, local governments or fire protection districts. Federal agencies may assist with exterior structural fire protection activities under formal fire protection agreements that specify the mutual responsibilities of the partners, including funding. (Some federal agencies have full structural protection authority for their facilities on lands they administer and may also enter into formal agreements to assist state and local governments with structural protection.). Ref: Interagency Standards for Fire and Fire Aviation Operations.

- **NPS:** Ref: Interagency Standards for Fire and Fire Aviation Operations (Red Book) Chapter 3, page 03-12, lines 16-25; page 03-13, lines 1-10.
- **USFS:** See Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 5, page 5-13, lines 18-46; page 5-14, lines 1-46; page 5-15, lines 1-46; and page 5-16 lines 1-36.
- **DFPC**: May assist with exterior structural fire protection.

**Personal Protective Equipment (PPE)**

**DFPC** - County AOPs will define PPE requirements within local jurisdictions. Assignments out of local jurisdiction require Rocky Mountain Area Interagency Mobilization Guide and NWCG standards for PPE.

**Federal** - All fireline personnel, including those involved in initial attack during the mutual aid period, shall be equipped with PPE that meets standards identified in the Interagency Standards for Fire and Aviation Operations – NFES 2724 (Red Book) Chapter 7, and Wildland Fire and Aviation Program Management and Operations Guide (Blue Book) Chapter 9, including hard hat, eye protection, Nomex shirt and trousers, leather gloves, leather boots with lug soles (minimum 8 inch high) and a fire shelter.

**Response to Wildland Fire**

**DFPC** – Fires originating on non-Federal land will be suppressed unless specifically identified otherwise in County AOPs by the jurisdictional agency. Fires will be suppressed using commonly accepted suppression tactics including but not limited to direct attack, indirect attack, point protection and combinations of all with consideration to the values at risk and the health and safety of the public and firefighters.

**Federal Agencies** – Management response to a wildland fire on federal land is based on objectives established in the applicable Land and Resource Management Plan and/or Fire Management Plan.

Response to wildland fires can be based upon ecological, social and legal consequences of the fire. The appropriate response to the fire is dictated by:

- The circumstances under which a fire occurs
- The likely consequences to firefighter/public safety and welfare
- The natural/cultural resource values to be protected
- The risk to personal property, structures and infrastructure

**Decision Support System**

All parties to this SAOP will use a Decision Support System and document their management decisions in response to wildland fire. Wildland fires can be managed for more than one objective and objectives can change as fire spreads across the landscape (National Federal Wildland Fire Management Policy-2009).

**Federal Agencies**-will use the Wildland Fire Decision Support System (WFDSS) for this purpose. The non-federal agencies are encouraged to participate in the WFDSS for supporting decisions during multi-jurisdictional incidents.

**DFPC**-requires that management decisions be documented for all state responsibility fires, including fires that receive a FEMA declaration.

**Special Management Considerations**

**Non-federal lands** – DFPC supports the jurisdictional agency position (may be documented in a separate agreement or plan; i.e. CWPPs, AOPs, or landowner agreements.)

**Federal Lands** – Special Management Considerations are documented in Land Resource Management Plans. Cost sharing will be negotiated on a case-by-case basis.

**Delegation of Authority**

Parties to this SAOP accept that each agency has their own procedures for delegation of authority. Timelines on initiating a delegation of authority will be defined as needed in County AOPs.

**Preservation of Evidence and Cause Determination**

**Non-federal lands** - DFPC requires the County Sheriff to conduct a fire cause investigation on all state responsibility fires. DFPC has the authority to conduct a review of the investigation if the fire caused the death of one or more

firefighters. DFPC shall be given a copy of any investigation report for all state responsibility fires.

**Federal lands** – Each federal agency has agency specific policy implemented at the local unit level.

## USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

### Cost Share Agreements

Written cost share agreements should be prepared when a wildfire burns across or threatens jurisdictional boundaries, and/or exceeds the mutual aid period. The intent is to appropriately distribute the financial burden based on a method agreed upon by a representative from each affected jurisdiction. A cost share agreement should be negotiated as soon as practical. (See Exhibit E for an example of a cost share agreement.)

Just as the individual circumstances for each wildfire should drive the decisions about response, the same circumstances should be the basis for the development of the cost share agreement.

**DFPC** – When a wildfire becomes a state responsibility fire, a cost share agreement may be negotiated between DFPC and affected jurisdictional agencies.

**Federal Agencies** – Federal agencies signature to this SAOP agree not to bill one another.

**Wildland Urban Interface (WUI)** – In those situations where weather, fuels, or fire behavior of the wildland fire precludes stopping at jurisdiction boundaries, cost-share methodologies may include, but are not limited to:

- Each jurisdiction pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.
- Each jurisdiction pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands. Cost share by percentage of ownership of jurisdictional responsibility.
- Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds.
- Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements can be made upon estimates instead of actual bill receipts.

**Training**
Trainees/applicants will submit their nominations according to their agency policy.

**Communications Systems**
Frequency lists/guides will be developed and placed in County AOPs.

All parties to this SAOP may use the other's radio frequencies as needed to conduct emergency operations. No party to this SAOP will use, or authorize others to use, another agency's radio frequencies for routine day-to-day operations.

Fire protection districts and fire departments on incidents, under the auspices of the county, are granted permission to use federal radio frequencies, if needed, to assure safety of the operation. All agencies to this plan are authorized to transmit on Interagency Air-to-Ground frequencies during wildfire incidents.

All agencies, fire protection districts and fire departments which use USFS and DOI frequencies for tactical or command purposes must have radios programmed with narrow band mode to facilitate clear transmission and reception. Incidents that exceed initial attack may utilize Zone plans for tactical or command radio traffic. The Type 3 Incident Communication Plan uses standardized frequencies available to all agencies and departments in each Zone.

**Fire Weather Systems**
Fire Potential/Fire Weather Products Available

Rocky Mountain Area Predictive Services (RMAPS) and the National Weather Service (NWS) provide a variety of products that are designed to support strategic and tactical decisions. Specifically, RMAPS products such as the 7 Day Significant Fire Potential Outlook, Web-Based Multi-Media Briefing, 30 Day Significant Fire Potential Outlook and Seasonal Outlooks are designed to support long-term strategic decisions at local, geographic and national levels. These outlooks can be found at: http://gacc.nifc.gov/rmcc/predictive/outlooks.html.

NWS products are designed for tactical decision support. These products include (but are not limited to), Fire Weather Forecasts, Spot Forecasts and Smoke Management Forecasts. Specific office locations and products can be found at: http://www.weather.gov/

The Rocky Mountain Annual Operating Plan between Land Agencies and the National Weather Service can be found at: http://gacc.nifc.gov/rmcc.

**Planned Ignitions**

**Prescribed Fires**

Project plans or Financial plans will include cost sharing and payment detail.

Federal agencies (billing for prescribed fires amongst themselves) will follow the guidance set in the Interagency Agreement for Fire Management as signed by the federal agency administrators.

**Cooperative Prescribed Fires**

If the agencies conduct a cooperative prescribed fire that is declared a wildfire the responsibility of suppression costs, should it escape, shall be agreed upon and documented in the project plan.

**Unplanned Ignitions**

**Wildfires**

Wildfires are unplanned ignitions or prescribed fires that are declared wildfires (Guidance for Implementation of Federal Wildland Fire Management Policy – February 13, 2009; page 3).

**Escaped Prescribed Fires**

The host (jurisdictional) agency authorizing the prescribed fire will be responsible for all costs associated with suppression efforts. This provision will not be enacted for escaped prescribed fires that are conducted by third parties that are not signatory to this agreement, or prescribed fires that are implemented without authorization of the jurisdictional or landowning agency, or originate on lands that are not protected by one of the signatories to this SAOP.

**Wildfires Concurrently Managed for One or More Objectives**

By Federal Wildland Fire Management Policy, a wildfire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance, and risk management processes; and involvement of other governmental jurisdictions having different missions and objectives. When a wildland fire that is being managed for benefit spreads to a neighboring jurisdiction because of strategic decisions, and in a location where fire is not wanted, the managing jurisdiction shall be responsible for wildfire suppression costs. Neighboring jurisdictions may enter into cost share agreements with the managing jurisdiction. This will be the case whether Wildland Urban Interface (WUI) is involved or not.

**Aviation Operations**

Agency guides are listed; see Exhibit B. Local ordering procedures will be in county AOPs. Aviation operations/billing procedures between counties and the state are described in county

AOPs. Aircraft must be DOI/USFS approved for use on fires where federal resources are being used or where federal land is involved.

Aircraft use may be considered as mutual aid with the terms of use outlined in county AOPs. Outside of mutual aid, costs for aircraft should be the responsibility of the entity, department or agency on which jurisdiction the aviation resources are used, unless negotiated otherwise in cost share agreements. Any arrangements should be documented in an appropriate cost share agreement or in Decision Support System documentation.

**Aviation Ordering**

**DFPC** – Follow Rocky Mountain Area Interagency Mobilization Guide procedures for aircraft ordering.

**Federal Agencies** – Follow MOB Guide direction and other agency specific direction.

**Ordering Colorado Army National Guard Aviation (Helicopters):** Ordering National Guard helicopters for wildland fires or medical extraction will be done through the appropriate agency dispatch ordering process to the Rocky Mountain Coordination Center, who will contact DFPC and the State of Colorado Emergency Management Office. Aircraft assigned to an incident shall have the appropriate radios installed and functional along with a letter of authorization for the current year signed by the USFS and DOI. When appropriate, a helicopter manager will be assigned to each aircraft ordered or every two aircraft ordered depending on the type of aircraft and mission(s).

**Billing Procedures**

See Exhibit A.

**Cost Recovery**

**Indirect Costs**

**CSFS** – The indirect rate, also known as the facilities and administrative rate is determined by a process provided for in the Indirect Cost Negotiation Agreement defined in the Office of Management and Budget (OMB) Circular A-21, to recover those costs that cannot be directly charged to the project. The U.S. Department of Health and Human Services is the cognizant federal agency that determines the rate with Colorado State University. (See Exhibit A.)

**DFPC** – The indirect rate is determined by a process provided for in the Indirect Cost Negotiation Agreement defined in the Office of Management and Budget (OMB) Circular A-87, to recover those costs that cannot be directly charged to the project. The U.S. Department of Transportation is the cognizant federal agency that determines the

rate with the Colorado Department of Public Safety on behalf of the DFPC. (See Exhibit A.)

**Federal** – Will be according to federal agency direction. (See Exhibit A.)

**Aviation Resources Costs**

Aircraft resource costs will be negotiated on an incident by incident basis documented in an appropriate cost share agreement.

## GENERAL PROVISIONS

**Modification**
Revisions or updates to this SAOP that are consistent with the intent of the Statewide Agreement dated June 1, 2011, are allowed without a formal modification to the Agreement. Modifications to this SAOP must be acknowledged in writing by signatories to this SAOP.

**Annual Review**
This SAOP will be reviewed by November 30, 2015 or as needed prior to November 30, 2015.

**Duration of Plan**
This SAOP is in effect from the time it is signed and executed until the 2016 SAOP is signed and executed.

Past incident costs, that have yet to be billed, and/or yet to be paid, will be guided by the SAOP that was in effect at the time of the incident.

**Authorized Representatives**
By signature below, all parties to this SAOP certify that the individuals (Agency Representative, Agency Administrator, Unit Administrator) listed in this document are authorized to act in their respective agencies for matters related to this SAOP.

**Execution**
This SAOP will be considered executed and viable (among those agencies that accept and sign the signature page) when all agencies have signed.

## SIGNATURES

### Signatures of Authorized Agency Representatives

| | | | | |
|---|---|---|---|---|
| **Division of Fire Prevention & Control** | | | **USFS Region 2** | |
| | | | Deputy Regional Forester | 1/5/14 |
| **Division Director or Designee** | **Date** | | **Regional Forester or Designee** | **Date** |
| | | | | |
| **National Park Service** | | | **Bureau of Indian Affairs** | |
| | | | | |
| **Regional Director or Designee** | **Date** | | **Agency Administrator** | **Date** |
| | | | | |
| **Fish & Wildlife Service** | | | **Bureau of Land Management** | |
| | | | | 12-8-14 |
| **Agency Administrator** | **Date** | | **State Director or Designee** | **Date** |
| | | | | |
| **Colorado State Forest Service** | | | | |
| | | | | |
| **State Forester or Designee** | **Date** | | | |

## SIGNATURES

### Signatures of Authorized Agency Representatives

| | | | | |
|---|---|---|---|---|
| **Division of Fire Prevention & Control** | | | **USFS Region 2** | |
| | | | | |
| **Division Director or Designee** | **Date** | | **Regional Forester or Designee** | **Date** |
| | | | | |
| **National Park Service** | | | **Bureau of Indian Affairs** | |
| | 11/19/21 | | | |
| **Regional Director or Designee** | **Date** | | **Agency Administrator** | **Date** |
| | | | | |
| **Fish & Wildlife Service** | | | **Bureau of Land Management** | |
| | | | | |
| **Agency Administrator** | **Date** | | **State Director or Designee** | **Date** |
| | | | | |
| **Colorado State Forest Service** | | | | |
| | | | | |
| **State Forester or Designee** | **Date** | | | |

SIGNATURES

Signatures of Authorized Agency Representatives

| | | | | |
|---|---|---|---|---|
| **Division of Fire Prevention & Control** | | | **USFS Region 2** | |
| | | | | |
| **Division Director or Designee** | **Date** | | **Regional Forester or Designee** | **Date** |
| | | | | |
| **National Park Service** | | | **Bureau of Indian Affairs** | |
| | | | | 2 Dec 2014 |
| **Regional Director or Designee** | **Date** | | **Regional Director** | **Date** |
| | | | | |
| **Fish & Wildlife Service** | | | **Bureau of Land Management** | |
| | | | | |
| **Agency Administrator** | **Date** | | **State Director or Designee** | **Date** |
| | | | | |
| **Colorado State Forest Service** | | | | |
| | | | | |
| **State Forester or Designee** | **Date** | | | |

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| **Division of Fire Prevention & Control** | | | **USFS Region 2** | |
| | | | | |
| **Division Director or Designee** | **Date** | | **Regional Forester or Designee** | **Date** |
| | | | | |
| **National Park Service** | | | **Bureau of Indian Affairs** | |
| | | | | |
| **Regional Director or Designee** | **Date** | | **Agency Administrator** | **Date** |
| | | | | |
| **Fish & Wildlife Service** | | | **Bureau of Land Management** | |
| BERNARD J. PETERSEN, Acting Area Refuge. 12/10/04 | | | | |
| **Agency Administrator** | **Date** | | **State Director or Designee** | **Date** |
| | | | | |
| **Colorado State Forest Service** | | | | |
| | | | | |
| **State Forester or Designee** | **Date** | | | |

## SIGNATURES

### Signatures of Authorized Agency Representatives

| | | | | |
|---|---|---|---|---|
| **Division of Fire Prevention & Control** | | | **USFS Region 2** | |
| | | | | |
| **Division Director or Designee** | **Date** | | **Regional Forester or Designee** | **Date** |
| | | | | |
| **National Park Service** | | | **Bureau of Indian Affairs** | |
| | | | | |
| **Regional Director or Designee** | **Date** | | **Agency Administrator** | **Date** |
| | | | | |
| **Fish & Wildlife Service** | | | **Bureau of Land Management** | |
| | | | | |
| **Agency Administrator** | **Date** | | **State Director or Designee** | **Date** |
| | | | | |
| **Colorado State Forest Service** | | | | |
| | 11/19/12 | | | |
| **State Forester or Designee** | **Date** | | | |

## EXHIBITS

### Exhibit A - Billing Procedures for Reimbursable Billings and Payments

### A) Non-Billable/Billable/Shareable

**Non-Billable Items:**
The following items are NOT considered billable by the agencies:

1. Agency overhead personnel performing agency specific duties and not assigned to the incident.
2. Non-expendable accountable property.
3. Agency specific Burned Area Emergency Rehabilitation (BAER) beyond suppression damage rehab.
4. Mutual aid costs unless otherwise stipulated in a cost share agreement.

**Billable and Shareable Items:**
There are associated costs, not on resource orders, that both State and Federal Agencies incur in providing resources to an incident. Personnel, equipment, supplies or services provided by a supporting agency and essential to filling the resource order, which are necessary and reasonable, shall be considered as reimbursable. While, on the surface, they are not ordered by and for the incident, they are necessary to mobilize ordered resources or acquire services for the incident and are valid charges (i.e., mobilization of crews, equipment contractors, etc.). These associated costs that are a result of the incident are considered to be an added cost to the agency. While these activities may not be documented on a resource order, they will be billed using agency specific financial system reports.

Examples include but are not limited to:

**Dispatcher:** performing dispatch activity in support of the incident.

**Airtanker personnel:** includes personnel working in support of the incident.

**Warehouse personnel:** includes local and regional cache/service center personnel performing activity in support of the incident.

**Mobilization centers:** includes personnel performing activities within a mob center in support of the incident. These mobilization centers are established by agencies to support the incident.

**Transportation cost:** includes personnel performing activities in support of the incident or mobilization centers. This may also include salaries, mileage, and lodging/per diem.

**Temporary incident payment center activity:** includes personnel performing activities in support of the incident, which may include salaries, travel expenses, supplies and temporary facility rental.

**Backfill:** appropriate backfill billable to the incident:

> Actual costs directly incurred for "move-up and cover" or "backfill" resources.

**Invoice preparation:** includes charges by agency staff for the preparation of incident billing document/packages.

**Fire Duty Officer/Coordinator/Liaison:** interfaces with cooperators and supporting partners at local and state levels.

**Fire Equipment Shop:** maintenance and or repair of engines, delivery of fire equipment and supplies to an incident.

## B) Suppression Billings

**Federal Billing Procedures:**
Federal Agencies will not bill each other for fire suppression support. Federal agencies will submit bills for their reimbursable costs to the State whenever Colorado, a County or local fire protection district is the protecting Agency and a billing is appropriate. (See Exhibit H for DFPC review process and timelines.)

**State Billing Procedures:**

1. When Colorado is the supporting agency:
   a. In-state fires occurring before July 1, 2012: When Colorado was the supporting agency and the incident was within the state of Colorado, the Colorado State Forest Service/Colorado State University will bill the jurisdictional federal agency for any fire suppression expenses paid from CSFS/CSU accounts through June 30, 2012.
   b. In-state fires occurring after July 1, 2012: When Colorado is the supporting agency and the incident is within the state of Colorado, the Colorado Division of Fire Prevention and Control (DFPC) will bill the jurisdictional Federal agency for any fire suppression costs paid from State accounts July 1, 2012, forward.
   c. Out-of-state fires occurring before July 1, 2012: When Colorado was the supporting agency on an out-of-state federal fire; CSFS/CSU will submit an invoice to the federal agency within Colorado for expenses paid from CSFS/CSU accounts through June 30, 2012. When Colorado was the supporting agency on a state fire outside of Colorado, CSFS/CSU will submit that invoice to USFS in Colorado for expenses paid from CSFS/CSU accounts through June 30, 2012, unless agreement for direct billing has been reached with that state.

d. Out-of-state fires occurring after July 1, 2012: When Colorado is the supporting agency on an out-of-state federal fire DFPC will submit an invoice to the federal agency within Colorado for expenses paid from DFPC accounts starting July 1, 2012. When Colorado is the supporting agency on a state fire outside of Colorado, DFPC will submit that invoice to USFS in Colorado for expenses paid from DFPC accounts starting July 1, 2012, unless agreement for direct billing has been reached with that state.

2. When Colorado local/county agencies are the jurisdictionally responsible agency:
   a. Fires occurring before July 1, 2012: When Colorado local/county agencies were the jurisdictionally responsible agency and Federal Agencies provided resources, and the Colorado State Forest Service/Colorado State University received, reviewed and paid the Federal Agency from CSFS/CSU accounts for any fire suppression expenses through June 30, 2012, CSFS/CSU will then bill the responsible local/county jurisdiction for reimbursement.
   b. Fires occurring after July 1, 2012: When Colorado local/county agencies were the jurisdictionally responsible agency and Federal Agencies provided resources, the Colorado Division of Fire Prevention and Control will receive, review and pay the Federal Agency from State accounts for any fire suppression expenses paid from July 1, 2012 forward and then bill the local/county jurisdiction for reimbursement.

Agencies will share their respective individual incident Resource Order numbers for cross referencing purposes, when requested.

## C) Billing Addresses

Appropriate bills will be sent to the following agency addresses:

| | |
|---|---|
| **Bureau of Land Management**<br>Attn: Gillian Fay<br>2850 Youngfield Street<br>Lakewood, CO 80215<br>Phone: (303) 239-3958<br>Fax: (303) 239-3811<br>Email: gfay@blm.gov | **Bureau of Indian Affairs**<br>Attn: Mike Perry<br>1001 Indian School Road NW<br>Albuquerque, NM 87104<br>Phone: (505) 563-3007<br>Fax: (505) 563-3019<br>Email: mike.perry@bia.gov |
| **National Park Service**<br>Attn: Linda Turner<br>12795 West Alameda Parkway<br>Denver, CO 80225<br>Phone: (303) 969-2948<br>Fax: (303) 969-2037<br>Email: linda_turner@nps.gov | **Fish and Wildlife Service**<br>Attn: Amy Kamen, Fire Admin Officer<br>134 Union Blvd., Suite 300<br>Lakewood, CO 80228<br>Phone: (303) 236-4305<br>Fax: (303) 236-4792<br>Email: amy_kamen@fws.gov |
| **USDA Forest Service – Region 2**<br>Attn: Carol Robinson<br>740 Simms Street<br>Golden, CO 80401-4720<br>Phone: (303) 275-5316<br>Fax: (303) 275-5754<br>Cell: (303) 357-2744<br>Email: crobinson@fs.fed.us | **State of Colorado**<br>**Division of Fire Prevention and Control**<br>Attn: Division Fiscal Manager<br>5060 Campus Delivery, Bldg. 1049<br>Fort Collins, CO 80523-5060<br>Phone: (970) 491-8466<br>Fax: (970) 491-3445<br>Email: |
| **Colorado State Forest Service**<br>Attn: Mary Atella<br>5060 Campus Delivery, Bldg. 1050<br>Fort Collins, CO 80523<br>Phone: (970) 491-3850<br>Fax: (970) 491-7736<br>Email: mary.atella@colostate.edu | |

## D) Billing and Payment

**Estimates and Time Frames:**
It is clearly and respectfully understood that all agencies have specific and differing business rules and deadlines. All signatory parties agree to clearly convey those rules and deadlines early in the process so as to promote timely and respectful responses and attendance to cost recovery efforts. Final itemized invoices should be submitted to the reimbursing agency within two (2) years of the suppression action.

**Incident Cost Review:**
At a minimum, signatory agencies will meet quarterly or as needed to discuss status of cost share and Colorado Emergency Fire Fund (EFF) declared fires. Costs will be reviewed according to the DFPC review process and handled on a case-by-case basis. Cost Share reconciliation spreadsheets will be presented and reviewed. A contact person for each agency will be identified and be responsible for ensuring costs to date are presented for their agency. Agency contacts (See section C above) will set dates and locations for meetings.

**Electronic Funds Transfer (EFT):**
The Colorado Department of Public Safety shall designate a financial institution or an authorized payment agency through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 C.F.R. 208, which requires that federal payments be made by EFT.

**Billing Content:**
Bills will contain at a minimum:

- Cooperator name, address, phone number and agency financial contact
- Invoice or bill number
- Agreement number
- Resource order number
- Inclusive dates
- Name of incident and incident number
- Location and jurisdictional unit
- Appropriate incident number and agency job code
- Summary cost reports generated by the agency to support the billing
- Applicable cost share agreement(s)
- Signature and title of agency official

Cost source documents will not be required unless summary cost data is disputed or needed to fulfill review requirements (e.g., Colorado EFF or FEMA fire), or for determining allowable costs under a cost-share agreement. Summary cost data will include, but is not limited to, a list of personnel

expenses including base, overtime, benefits and travel and a listing by vendor name and amount spent for supplies and services procured.

Any party may assess an administrative charge on reimbursable costs related to the Colorado Statewide Cooperative Wildland Fire and Stafford Act Response Agreement.

Colorado Division of Fire Prevention and Control - The Overhead Assessment Rate for Colorado Division of Fire Prevention and Control is a fixed percentage rate as determined by a process provided for in the Indirect Cost Negotiation Agreement defined in the Office of Management and Budget (OMB) Circular A-87, to recover those costs that cannot be directly charged to the project. The rate for the effective dates of this SAOP will be 10 percent.

Colorado State Forest Service - The 2014 SAOP focuses on wildfire suppression response and support and does not included an overhead assessment rate for the CSFS, because the 2012 Legislature transferred wildfire preparedness, response, suppression, and fire billing responsibility from CSFS to the DFPC effective July 1, 2012. Prior year's costs and associated overhead assessment rates for support efforts by the CSFS are described in the prior year SAOP that was in effect at the time of the incident.

USDA Forest Service - The Overhead Assessment Rate for the USFS is published in the Annual Program Direction. The rate for the effective dates of this SAOP will be provided to the parties when the Annual Program Direction is published.

DOI Bureau of Land Management - The Overhead Assessment Rate for the BLM is published annually in a Washington Office Instruction Memo (IM). The rate for the effective dates of this SAOP will be provided to the parties when the IM is published.

DOI National Park Service - The Overhead Assessment Rate for the NPS is published annually in the Assessment and Restoration Handbook. The rate for the effective dates of this SAOP will be provided to the parties when the Assessment and Restoration Handbook is published.

DOI Fish and Wildlife Service - The Overhead Assessment Rate for the US FWS is published annually in FWS Manual Part 274. The rate for the effective dates of this SAOP will be provided to the parties when the FWS Manual Part 274 is published.

DOI Bureau of Indian Affairs - The Overhead Assessment Rate for the BIA is published annually. The rate for the effective dates of this SAOP will be provided to the parties when published.

**Payment Due:**
All bills will be paid in accordance with the paying agency's prompt payment procedures. Voucher difference statements will accompany any payment made that is different than the amount billed.

**Contested Billings:**
Written notice that a bill is contested will be mailed to the billing agency within 30 days of issuance of the final bill, and will fully explain the area of dispute. Contested items will be resolved within the designated waiver period.

**Obligations:**
For year-end obligation purposes, federal agencies will submit estimated unpaid obligation figures to the state by June 1, and to the state for the counties by November 1. The state will submit estimated unpaid obligation figures to the federal agencies by September 1, for the current billing year. All obligations will be submitted by incident name, date, incident number, and Fire Code.

**Fee Basis Acquisition of Services:**
County annual operating plans and procurement documents establish billing procedures for the Fee Basis Protection Services.

**Non-Suppression (e.g. Fuels Treatment) Billings:**
The parties to this plan may bill for activities not related to fire suppression within their authorities.

For example, this may include reimbursement to the state for expenses incurred on a prescribed fire project. Billing arrangements for such activities will be documented on Project and Financial Plan (See Exhibit D) or a separate agreement per agency policy and an indirect cost rate may be assessed.

Billings will outline services performed and include a copy of, or reference the applicable operating plan.

**See section C above for billing addresses.**

Exhibit B - Aviation Guides

**BLM**
DOI DMs 350-354/OPMs

BLM 9400

BLM National Aviation Plan, National Aviation Office

BLM Colorado State Aviation Plan

Colorado Interagency Single Engine Tanker Operations Plan

San Luis Valley Public Lands Center Aviation Management Plan

USFS Pike & San Isabel, Cimarron & Comanche, BLM Royal Gorge FO Aviation Management Plan

USFS Grand Mesa, Uncompahgre, Gunnison; BLM Grand Junction, Montrose, Gunnison, Uncompahgre, NPS Black Canyon of the Gunnison, Curecanti NRA Interagency Aviation Plan

Craig/Routt Fire Management Unit, Unit Aviation Plan

UCR Aviation Management Plan

Grand Junction Air Tanker Base Operations Plan

**USFS**
5700 Manual – Aviation Management

5709.16 – Flight Operation Handbook

Interagency Helicopter Operations Guide (IHOG)

Aviation Management Plan – National

Aviation Management and Safety Plan – Region 2

Aviation Management Plan – Forest

- Arapaho-Roosevelt National Forests and Pawnee Grassland
- Grand Mesa, Uncompahgre, and Gunnison National Forests
- Pike-San Isabel National Forests and Cimarron-Comanche National Grasslands
- Rio Grande National Forest
- San Juan National Forest
- White River National Forest

**FWS**

**NPS**

**BIA**

**DFPC**

**Exhibit C – DFPC Supplemental Fire Department Resources**

Excerpt from current DFPC Cooperator Reimbursement Guidelines posted at www.dfs.state.co.us/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing (or www.dfpc.state.co.us).

## D. Supplemental Resource Guidelines

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to the department. When this situation arises, resources will be mobilized via the process outlined here and documented with the current DFPC Cooperator Resource Rate Form (CRRF) component of the state Statewide Annual Operating Plan (AOP) and in each county AOP.

When mobilizing Supplemental Resources outside of the fire district or mutual aid zone, the following will apply, based on NWCG Memo #004-2009 dated 2/6/09. For purposes of this exhibit, the following definition of Supplemental Resources will apply:

"Supplemental Resources - Overhead tied to a local fire department generally by agreement that is mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff."

While on assignment, these individuals are department employees and the department will be reimbursed for their actual costs as defined in this document.

### D.1. Mobilization

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Resources will be mobilized by the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations, e.g. cell phones, laptops, rental vehicles, etc.

### D.2. Reimbursable Costs

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Resource be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay or the employee portion of benefits. Travel and per diem reimbursements will be based on the Federal Travel Regulations.

Backfill is not reimbursable for personnel hired as Supplemental Resources.
An indirect cost allowance equal to ten percent (10%) of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed. (OMB Circular A-87)

### D.3. Personnel Qualifications

All personnel will possess an active Incident Qualification System Incident Qualification Card commensurate with all current and applicable NWCG 310-1 standards for training and qualifications. Personnel will be qualified for their assigned positions. Each department is responsible for annually certifying and maintaining the qualifications of their Supplemental Resources. Each department will bear the cost of training for their Supplemental Resources.

Any personnel to be mobilized under this exhibit will be listed on Personnel Resource List form (Attachment 2) by name, position(s), and identified as a single resource. This Attachment 2 will be maintained with CRRFs by the DFPC at the Fort Collins Office. While on assignment, these individuals are department employees and each department will be reimbursed for their actual costs.

D.4. Rate Determination

The basis for the computation of base hourly rate is the classification level of the position filled according to the Colorado Supplemental Resource/Volunteer Position Pay Rate Matrix (Attachment 1). Personnel are hired at the rate of the position being filled, not their highest qualification.

The hourly compensation rates identified in the SAOP are computed as follows:

1) Regular Compensation Rate: The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include those costs actually incurred by the department for the employment of these individuals, such as employer liability, workers compensation, employer share of social security, etc.

2) Overtime Compensation Rate: Overtime compensation rates are paid based on a 7-day work week beginning on day one (1) of mobilization. Compensation rates are paid at time and a half of the base hourly rate for all hours worked in excess of eight (8) hours per day for the first five (5) days and full time and one half for all hours worked during the remainder of the work week. Compensation includes travel time.

3) Hazard Pay Rate: While the NWCG direction provides for hazard pay premium compensation, as the sponsoring agency, DFPC's standard business practices do not include hazard pay for state employees or cooperators. Therefore, hazard pay will not be afforded to supplemental resources.

D.5. Days off at Incident

Days off at the incident will be paid for eight (8) hours. Work/rest guidelines will be followed and mandatory days off will follow current guidelines (IIBMH Chapter 10). Once travel to the home unit commences, days off will not be paid.

D.6. Transportation and Per Diem

Per Diem reimbursements will be based on the Federal Travel Regulations. The payment rate for privately-owned vehicles (POVs) used to support Supplemental Resources shall be at the current Federal Travel Regulation rate.

The current Colorado Supplemental Resource/Volunteer Position Pay Rate Matrix is posted at:
http://www.dfs.state.co.us/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing

**Exhibit D – Supplemental Project Plan Template**

**SUPPLEMENT NUMBER _____**

**TO COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT**

**PROJECT AND FINANCIAL PLAN**

## I. INTRODUCTION

Brief description, where located, status of environment analysis, status compliance if applicable, design/specifications status.

List authorizing law (Examples: Reciprocal Fire Protection Act, 42 U.S.C. 1856 or Cooperative Funds and Deposits Act, PL 94-148).

## II. SCOPE AND DURATION

The description of this project is to _____. It is anticipated that this project will begin _____ and will end _____.

## III. PRINCIPAL CONTACTS

Principal contacts for each Agency for the administration of the project are:

Name_____

Address_____

Telephone_____F

AX_____

## IV. DETAILED PROJECT DESCRIPTION

A. Specific duties and tasks to be performed. Identify desired end results.

B. Identify tools and equipment needed and who will supply them.

C. Identify size of crew and who will be providing transportation

D. Other

## V. SUPERVISION AND TECHNICAL OVERSIGHT

## VI. REIMBURSEMENT

Describe any relevant reimbursement and billing procedures, including to whom to send payment and the billing address.

## VII. FINANCIAL PLAN

List which Agency is reimbursing the other and detail items to be reimbursed. If this is a Cost Share Supplemental Project Plan, list all Agencies, contributions, cash, non-cash, and in-kind. Include: salaries, travel, supplies, equipment use, indirect cost, project total, estimated reimbursement, and job code to be charged. Reimbursement shall be made only for actual expenses incurred, not to exceed the estimated total reimbursement. Itemized documentation in support of all expenses is required.

## VIII. SIGNATURES

| | | |
|---|---|---|
| **Unit Administrator** | **Date** | **Agency** |

| | | |
|---|---|---|
| **Unit Administrator** | **Date** | **Agency** |

**Exhibit E – Cost Share Agreement Template/Example**

## INSTRUCTIONS – COST SHARE AGREEMENT

Numbered instructions correspond to form items that require further explanation. Supplemental agreements will be numbered consecutively following the original (#1) for each fire. Supplements may be added at any time. Where insufficient room is available for necessary information, additional sheets or addendums may be added. Small revisions to this agreement may be completed on a single page, describing the change to the original agreement, and obtaining new signatures from those involved.

A Master Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement exists between all major wildland fire protection agencies in Colorado. This agreement authorizes general mutual aid, including reciprocal and cooperative fire protection services elaborated upon in county annual operating plans. Other cooperative agreements exist between fire management agencies that authorize fire management services between agencies at the sub-geographic level. The objective of the Supplemental Fire Suppression and Cost Share Agreement is to establish and document the cost sharing and basic organizational structure in response to specific fires.

Supplemental Fire Suppression and Cost Share Agreements will be negotiated between agencies involved in specific on-the-ground fire suppression activities. These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The agreement will not affix liability for fire cost payment by either agency based upon responsibility for the fire origin. The designated representatives of each agency with jurisdictional responsibility for the fire are responsible for completing and signing the agreement.

1. List the fire name agreed upon by agencies involved.
2. Give the origin or best estimate of origin location by legal description.
3. Estimate the size at the time of the supplemental agreement.
4. List the Agencies involved in fire suppression operations and respective agency fire numbers.
5. List the date and time that the agreement is in effect. That time could be prior to or following the time that negotiations are made for the agreement.
6. Check the appropriate command structure for the fire. Definitions:

   **UNIFIED COMMAND** – A method for all agencies with jurisdictional responsibility to contribute to determining the overall objectives for the incident; interagency ICS team structure.

   **SINGLE COMMAND STRUCTURE** – One agency manages the incident with liaison and concurrence of objectives from other involved Agencies.
7. List the appropriate personnel filling ICS positions on the fire.

8. List any special conditions or resource objectives, i.e., dozer restrictions, mechanized restrictions, bald eagle nest, high value plantation. Operational responsibility for the fire will be defined in this section (if appropriate). Respond to this item only if agency forces have specific segments of the fire. This information will not determine cost responsibility, unless specified in Item 11. Examples are: Divisions A and B; all structural protection areas; specific campground.

9. List the agency responsible for structural protection, and any pertinent control information or contacts.

10. List operation conditions or directions pertaining specifically to: air operations, base camp and food service, and fire investigation. Costs pertaining to these decisions shall be documented in Item #10.

11. Fire suppression costs shall be determined from the information supplied in this item. There are several ways to determine the best cost share mix. A, B, and C are typically used on smaller, less complex incidents on lands with similar values and uses; D and E on larger, more complex incidents, such as those with both wildland urban interface and wildlands:

    A. Each agency pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands.

    B. Each jurisdiction pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands.

    C. Cost share by percentage of ownership of jurisdictional responsibility.

    D. Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds.

    E. Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-agency contributions. Reimbursements can be made upon estimates instead of actual bill receipts.

    The following are not reimbursable:

    Responsibility for tort claims or compensation for injury costs.

    Non suppression rehabilitation costs are the responsibility of the jurisdictional agency.

    Non-expendable property purchases will be the responsibility of the agency making the purchase.

    Support costs (i.e., office dispatchers, warehouse workers, etc.), unless they are charging to an emergency code assigned to the incident.

    The cost centers that should be considered in this agreement:

Fireline Resources: Dozers, engines, fallers, transports, water tenders, hand crews, line overhead.

Fire Camp Operations and Support: Overhead, buses, camp crews, communications, food, refrigerator units, showers, toilets, water trucks, cache supplies, rescue/med, camp facility.

Air Support: Helicopters, (with support) air tankers.

Cost apportionment by period (i.e. state mobilization or conflagration, Fire Management Assistance Grant declaration, additional jurisdictional involvement).

12. List any specific conditions relative to this agreement, such as: dispatch procedures, one agency representing another, notifications, incident information, coordinated intelligence, etc.

13. Signatures of authorized personnel. List any attachments to the agreement. Give the date of the last revision or former Supplemental Agreement for the same fire.

Exhibit E – (continued)

## EXAMPLE COST SHARE AGREEMENT TEMPLATE

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement or (list other agreement and number) between the Agencies listed.

1. Fire Name: _____ Origin Date _____ Time _____

2. Origin: Township _____ Range _____ Section _____

3. Estimated Size _____ Acres at the time of this agreement.

4. Agency _____ Fire # _____ Accounting Code _____

   Agency _____ Fire # _____ Accounting Code _____

   Agency _____ Fire # _____ Accounting Code _____

   Agency _____ Fire # _____ Accounting Code _____

   Agency _____ Fire # _____ Accounting Code _____

5. This agreement becomes effective on: _____

   _____ at _____ and remains in effect until amended or terminated.

6. Overall direction of this incident will be by ( ) Unified Command, or by ( ) Single Command structure. Identify below personnel filling the following positions:

| Position | Name(s) | Agency |
|---|---|---|
| Incident Commander | _____ | _____ |
| Agency Administrator Representative | _____ | _____ |
| Liaison | _____ | _____ |
| Finance | _____ | _____ |
| Operations | _____ | _____ |

7. Suppression action will be subject to the following special conditions and land management considerations:

_____
_____
_____
_____

8. Geographic responsibility (if appropriate) by Agency is defined as follows:

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

Agency _____ Geographic Responsibility _____

9. The Agency responsible for structural protection will be: _____.

_____

10. Special operational conditions agreed to (include as appropriate; air operations, base camp food service, fire investigation, security, etc.) List cost share information in Item Number 11.

_____
_____
_____

11. Fire suppression COSTS will be divided between agencies as described:

| Cost Centers: | Agency: | Agency: | Agency: |
|---|---|---|---|
| | | | |
| | | | |

12. Other conditions relative to this agreement (Notifications, incident information, etc.):

_____

_____

13.

| | | | |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| Agency | Agency | Agency | Agency |
| _____ | _____ | _____ | _____ |
| Signature | Signature | Signature | Signature |
| _____ | _____ | _____ | _____ |
| Title/Date | Title/Date | Title/Date | Title/Date |

List of Attachments (if any): _____/_____/_____

**Exhibit F – Use and Reimbursement for Stafford Act Shared Resources**

## USE OF AND REIMBURSEMENT FOR SHARED RESOURCES IN STAFFORD ACT ALL-HAZARD RESPONSE ACTIONS

**NOTE: Processes and Procedures in Exhibit F only apply to Stafford Act All-Hazard Response Actions and may not be consistent with wildland fire processes and procedures in other parts of the SAOP.**

**Stafford Act Declarations:** Transfers performed for this Agreement are under the Disaster Relief Act, 42 U.S.C. § 5147. This Agreement is automatically incorporated by reference into any Resource Order that is issued under it, constituting a binding obligation. The billings, inclusive of copies of this Agreement, the Mission Assignment and subsequent Resource Orders(s), and expenditure documentation, will define the specific services, supplied goods and costs (by sub-object class code) for each order, and subsequent obligation and payment. Reimbursement payments for all-hazard incident response activities will be accomplished by submission of billings, which are inclusive of copies of the Resource Orders that reflect the Mission Assignment – requested services and goods, and the expenditure back-up documentation, to the primary Emergency Support Function (ESF) agency (i.e., the agency to issue the mission assignment or sub-tasking). The primary ESF agency will review, approve the documentation, and return to the sub-tasked agency for forwarding to FEMA for reimbursement.

**2. Federal Reimbursable Assistance:** Federal Reimbursable Assistance resources must be requested by the primary ESF Federal agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent Resource Order process. Resources not documented in this manner are not reimbursable. Funds to cover eligible expenses will be provided through and limited by reimbursement from FEMA. Expenditures eligible for reimbursement for federal agencies in accordance with 44 C.F.R., subpart A, section 206.8 paragraph c include:

a) Overtime, travel and per diem of permanent Federal agency personnel.

b) Wages, travel and per diem of temporary Federal agency personnel assigned solely to performance of services directed by the FEMA Associate Director or the FEMA Regional Director in the major disaster.

c) Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the FEMA Associate Director or the Regional Director.

d) Cost of materials, equipment, and supplies (including transportation, repair and maintenance) from regular stocks used in providing directed assistance.

e) All costs incurred which are paid from trust, revolving, or other funds and where reimbursement is required by law.

f) Other costs submitted by an agency with written justification or otherwise agreed to in writing by the (FEMA) Associate Director or the (FEMA) Regional Director and the agency.

**3. State Reimbursement Process:** State Reimbursement refers to those resources that are to be reimbursed by the primary ESF Federal agency. State Reimbursement resources must be requested by the primary ESF Federal agency or supplied through established dispatch systems and must be recorded by the Mission Assignment and subsequent Resource Order process. Resources not documented in this manner are not reimbursable. Funds to cover eligible expenses will be provided through and limited by reimbursement from FEMA. Expenditures eligible for reimbursement include:

a) Overtime, travel and per diem of permanent state agency personnel.
b) Wages, travel and per diem of temporary state agency personnel assigned solely to performance of services directed by the FEMA Associate Director or the FEMA Regional Director in the major disaster.
c) Cost of work, services, and materials procured under contract for the purposes of providing assistance directed by the FEMA Associate Director or the Regional Director.
d) Cost of materials, equipment, and supplies (including transportation, repair and maintenance) from regular stocks used in providing directed assistance.
e) All costs incurred which are paid from trust, revolving, or other funds and where reimbursement is required by law.
f) Other costs submitted by an agency with written justification or otherwise agreed to in writing by the FEMA Associate Director or the FEMA Regional Director and the agency.

**4. Duration of Assignments:** Consideration must be given to the health and safety of personnel when assigned to incidents. Parties agree that Incident Commanders will release resources to their primary responsibilities as soon as priorities allow. Incident Commanders shall also adhere to rest and rotation policies of respective responding agencies. Mobilization activities shall be accomplished utilizing established dispatch coordination protocols per the current National Interagency Mobilization Guide.

**5. Procurement**: The State receives it procurement authority from its own laws, and is therefore not subject to Federal procurement laws. Whenever the State is responsible for the management of an incident (including an incident within the Direct Protection Area of a Federal Agency), the State will comply with State laws and regulations covering procurement. Procurement costs by one Party in support of another that are reasonable and prudent may be charged back to the Protecting Agency. All property procured under a Mission Assignment becomes the property of FEMA.

**6. Loaned Equipment:** Equipment loaned by one Party to another shall become the responsibility of the borrower, and shall be returned in the same condition as when received, reasonable wear and tear excepted. The borrower will repair or reimburse for the damages in excess of normal wear and tear and will replace or reimburse items lost or destroyed.

**7. Billing Procedures:**

Incident Billings:

1. When Colorado is the supporting agency and the incident is <u>within</u> the State, the State will bill the jurisdictional federal agency. When the State is the supporting agency and the incident is <u>outside</u> the State's jurisdiction, the State submits its billing to the Primary Federal Agency.

Agencies will share their respective individual incident Resource Order numbers for cross referencing purposes, if requested.

2. Billing Estimates/Timeframes: On incidents where costs are incurred pursuant to Annual Operating Plans, the billing Party shall submit a bill or estimate for reimbursement as soon as possible, but not later than 180 days after the incident is controlled. If the total cost is not known at the time of initial billing, a partial bill, so identified, may be submitted. A final bill, so identified, will be issued within 270 days after control of the incident. After the final billing has been sent, and if additional costs are identified, a supplemental billing may be issued if agreeable to applicable Parties.

For obligation purposed, the Federal Agencies will submit unpaid obligation figures to the (State/tribe) by June 1 for the State and by __ for the Tribe.

The (State/tribe) will submit unpaid obligation figures to the appropriate Federal Agency by September 1 for the previous Federal fiscal year. All obligations will be submitted by incident name, date, mission assignment number (MA), and federal job code.

3. Billing Content: Bills will be identified by incident name, date, MA, location, jurisdictional unit, and supported by documentation to include but not limited to: separate invoice by MA; list of personnel expenses including base, overtime, and travel; and supplies/services procured by vendor name and dollar amount. Billings for State incident assistance may include administrative overhead, not to exceed indirect cost rates as outlined in the SAOP.

**8. Billing Addresses:** See Exhibit A – C for billing address of all agencies.

9. **Payment Due Dates:** All bills will have a payment due date 30 days after the date of issuance. If payment cannot be made before the 30 days expire, then a 30-day extension, with oral or written justification, may be requested.

10. **Disputed Billings:** Written notice that a bill is contested will be mailed to the billing agency within 30 days of issuance of the final bill, and will fully explain the area of dispute. Contested items will be resolved within the designated waiver period.

11. **Payments:** Payments will refer to the bill number and incident name and will be sent to the appropriate billing address.

## Exhibit G –State Emergency Operations Plan (Wildfire)

(This Plan is under revision for 2015 – please see www.dhsem.state.co.us/preparedness for updated version.)

**LEAD AGENCY: Division of Fire Prevention and Control**

**SUPPORTING AGENCIES:** Colorado State Forest Service, Department of Corrections; Department of Human Services; Department of Military and Veterans Affairs; Department of Natural Resources; Department of Public Health and Environment; Department of Public Safety; Department of Transportation

### I. PURPOSE

The Division of Fire Prevention and Control is the lead State agency in coordinating wildfire suppression activities. In some instances, these wildfires create circumstances where non - firefighting resources are required to be employed to deal with such issues as evacuation, mass case, sheltering, etc.

### II. SCOPE

A. Wildfire protection within Colorado cannot be accomplished by any single agency. Cooperation and coordination between all agencies is the key to effective suppression.

B. Between January and May of each year, all wildland fire agencies (local, state, federal) review their annual operating plans. This plan outlines how wildfire agencies work together each year. Utilizing a network of interagency dispatch centers, resources are moved throughout the Rocky Mountain Area in support of agency needs. Local, county and state resources participate in the total mobility concept, utilizing dispatch centers to respond to local or national incident needs.

C. Colorado law identifies the sheriff as the fire warden for the county and the individual ultimately responsible for controlling and extinguishing prairie and forest fires on private and state lands within that county. The state forestry role is to assist the sheriff and county fire departments with this responsibility. The Division of Fire Prevention and Control fulfills this role by providing training, equipment, technical assistance and funding, and by facilitating interagency mutual aid agreements and annual operating plans. Once a wildland fire burns beyond the initial and extended attack capabilities of local forces, the local responsible agency often requests management assistance in the form of a local Incident Management Group or a Type II or Type I Incident Management Team. These teams are available across the nation.

### III. SITUATION

The wildland - urban interface (WUI) is any area where man - made improvements are built close to, or within, natural terrain and flammable vegetation, and where high potential for wildland fire exists.

Wildfires in Colorado are a natural part of our ecosystems and help restore and maintain healthy forests. During the past few decades, population in the interface has increased. Homes, businesses, and subdivisions are being built on forested lands that have historically seen regular fires, and even need them to remain healthy.

## IV. PLANNING ASSUMPTIONS

A. Wildfires will threaten lives, property, and natural resources and will move beyond the WUI.

B. Successful management of catastrophic wildfires will require organized interagency cooperation at all levels of government.

C. Agreements are in place between local, county, State, Federal, and tribal entities defining cooperation, roles, and access to resources.

## V. CONCEPT OF OPERATIONS

A. State wildfire suppression involves managing and coordinating State fire suppression support to local Rural Fire Protection Districts when the wildfires are beyond local control.

B. Based upon the size and location of the wildfire threat, the State Emergency Operations Center (SEOC) may be activated to assist in the coordination of State resources for non - firefighting activities related to evacuation, mass care, sheltering etc.

C. If the Governor issues a Disaster Emergency Executive Order activating the State Emergency Operations Plan (SEOP), the Office of Emergency Management (OEM) will implement those portions of the SEOP that apply to this incident.

D. It would be anticipated that support to the wildfire incident would be broken down into two phases, which may occur separately or concurrently.

### 1. Phase 1: Response

a. Provide resources to assist in the firefighting efforts.

b. Identify and coordinate the evacuation of residents from the threatened area.

c. When necessary, identify the location and conduct the required coordination for the staffing of shelter facilities.

d. Once the activation of shelters has occurred, insure that medical and food resources have been alerted of the activation. This will also include a projected population estimate for each shelter location to assist in identifying logistical requirements.

**2. Phase 2: Recovery**

a. When appropriate, assist with restoration projects of the environment and the WUI.

b. Implement procedures and plans outlined in the State Recovery Plan to assist individuals and the private sector affected by the disaster.

## VI. RESPONSIBILITIES

### A. Office of Emergency Management

1. Provide liaison(s) to regional wildfire Multi - Agency Coordination Group and / or to jurisdictional EOC.

2. Assist in coordination of National Guard activation and assignment.

3. Manage wildfire Executive Order funds for transfer to CSFS.

4. Provide support in the local EOC or at the Incident Command Post as requested or needed.

5. Facilitate communication and act as a liaison between local jurisdictions and state and federal partners supporting CSFS activities.

6. Assist local jurisdictions in coordinating evacuation and sheltering.

7. Provide technical assistance to local jurisdictions regarding procurement options and logistical issues, including contracts with vendors, access to supplies, and assessment of needs on the incident for private land fires.

8. Assist local jurisdictions with long - term recovery assistance including damage assessments, debris removal, and building options. Provide technical assistance for various financial programs, including access to individual and public assistance programs, and a variety of grant programs through the Department of Local Affairs and other state agencies.

9. Provide assistance to local jurisdictions regarding delegations of authority and declarations of emergency or disaster as needed.

10. Monitor the status of support resources and provide updates to the jurisdictional EOC and State Forest Service as needed or requested.

11. Provide assistance to local jurisdiction fire organizations, counties, state agencies, and federal partners as requested.

12. Facilitate the execution of the FEMA / State Agreement.

**B. Division of Fire Prevention and Control**

1. Be responsible for keeping the Governor's office informed of wildfire response activities.

2. The lead agency for all Public Information releases related to wildfire response activities.

3. Inform OEM when the need for evacuation, mass care, animal care, and other support assistance is needed.

4. Coordinate with local jurisdictions, state, and federal partners, to ensure good outcomes of wildfire events.

5. Provide technical advice on Incident management, including resources, finance, forms, delegations, and authorities.

6. Facilitate communications between Fire Districts and the Division of Fire Prevention and Control.

7. Coordinate WUI Engine Program projects and engine fire assignment availability.

8. Coordinate with Districts and program manager on Single Engine Air Tanker (SEAT) positioning and movement. Provide technical advice on air operations and support.

9. Support districts with management of cooperator resources through the zone dispatch centers.

10. Task personnel, as necessary, to accomplish support responsibilities.

11. Assist as requested with Emergency Fire Fund (EFF) implementation by facilitating **use of** state resources, incident business management and coordination with local interagency dispatch center. Provide Assistance to jurisdictions when requesting EFF, including forms, analysis, turn back standards, and cost share agreements.

12. Provide technical assistance to local jurisdictions for delegations of authority, FEMA Declarations and Fire Management Assistance (FMA) program.

13. Arrange for direct liaison between fire chiefs and incident to coordinate requests for firefighting assistance in wildfire protection operations.

14. Monitor the status of all wildfire service operations and provide updates as needed to OEM. Provide assistance to local jurisdiction fire organizations, counties, state agencies, and federal partners as requested.

15. Designated as the Governor's Authorized Representative (GAR) for all wildfire incidents.

16. Coordinate structural protection between Incident Management Team, local authorities, and OEM using established Interagency Wildland Dispatch Protocol and Colorado State Emergency Resource Mobilization Plan procedures.

**C. Department of Corrections**

1. Provide trained and qualified wildfire suppression hand crews

2. Provide trained and qualified wildfire mitigation hand crews

**D. Department of Human Services**

1. Prepared to implement the establishment of large volume shelters (to include companion and service animals) sufficiently distant from further wildfire threatened areas. At a minimum, the facilities will need to be functional for a period of 72 hours with sleeping areas, food, and hygiene services.

2. Coordinate the activities of non - governmental organizations assisting residents impacted by the wildfire incident.

3. Be prepared to provide behavioral health assistance to the displaced population.

**E. Department of Military and Veteran Affairs**

The Colorado National Guard is responsible for maintaining and providing appropriately credentialed State assets of ground and aerial wildfire suppression personnel and equipment with appropriate credentials.

**F. Department of Natural Resources**

Provide Department resources as necessary for inter - department communication and incident support.

**G. Department of Public Health and Environment**

1. Emergency Response: CDPHE / Department of Public Safety (CDPS) assists the local incident commander in handling hazardous material and pollutant releases to air, water and soil caused by wildfires.

2. Air Quality Monitoring: CDPHE monitors air quality in areas affected by the smoke plume and reports air quality status to State, county and local health officials for their use in issuing health advisories.

3. Technical Assistance and Expertise: CDPHE / CDPS advises federal, state and local on - scene responders on safe handling and disposal procedures for hazardous materials.

4. Inspections and Assessments: CDPHE inspects and assesses damage to underground fuel storage tanks, public water and wastewater systems and provides guidance to homeowners on how to check and test their wells to ensure safe drinking water.

5. Restoration and Recovery: CDPHE assists residents and communities recover from the damages after a fire by ensuring clean and safe drinking water, monitoring water quality in affected streams, preparing grant assistance for re - vegetation efforts on private lands and working with local governments to facilitate removal of burned trees and debris.

**H. Department of Public Safety / Colorado State Patrol**

1. Provide for evacuation support from wildfire areas in coordination with local authorities

2. Provide for road closures as needed during fire suppression efforts

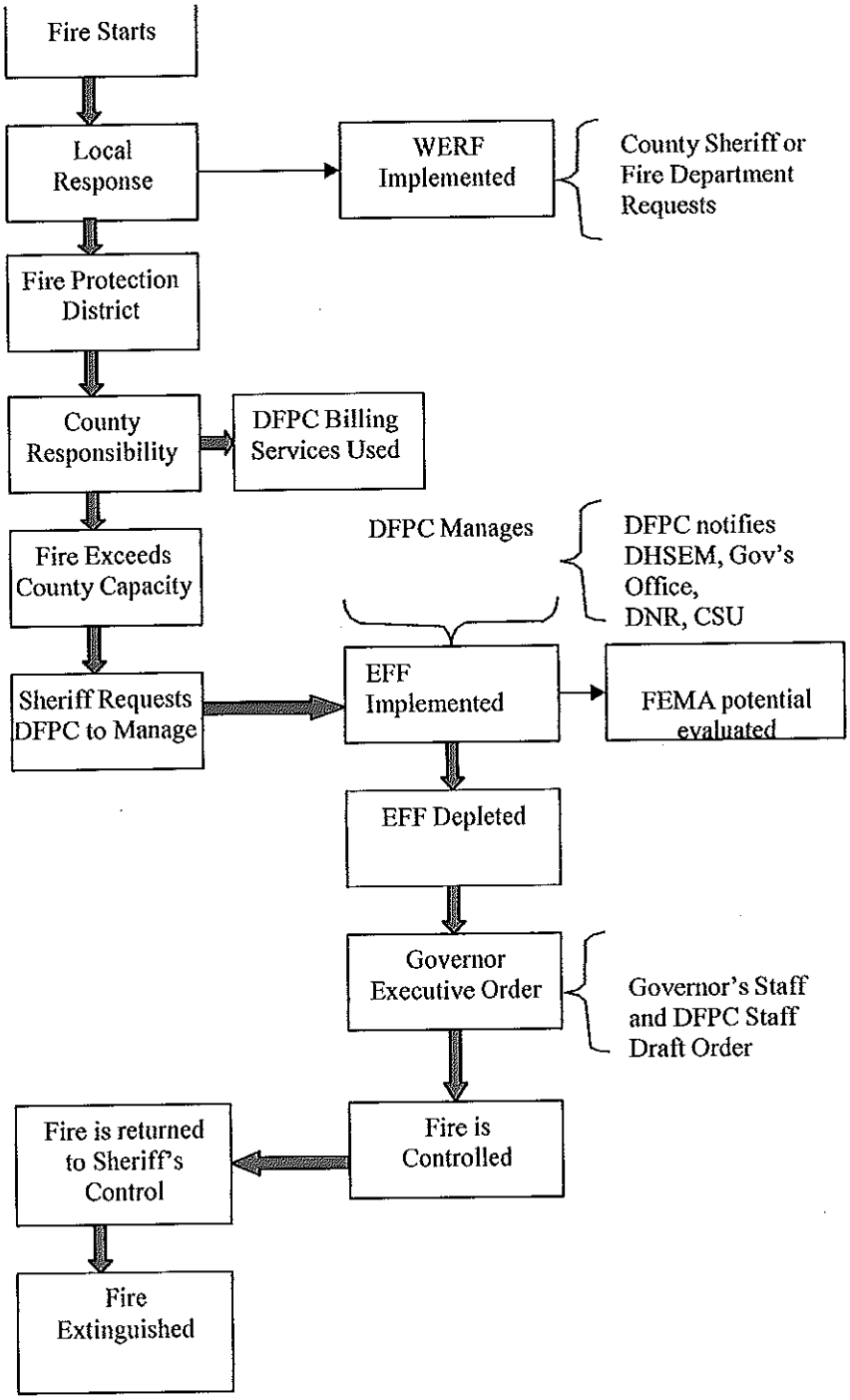
3. In coordination with CDPHE, assists the local incident commander in handling hazardous material releases to air, water and soil caused by wildfires.

**I. Department of Transportation**

1. Coordinate permanent and mobile electronic road signs as needed for prevention, evacuation, road closure, response, and mitigation activities.

2. Provide as equipment as needed and available.

Wildfires occur as unscheduled emergency events. The role of the state is to provide technical advice and assistance to local government, assume the management of wildfires that exceed the capacity of local governments upon the request of the sheriff or when wildfires threaten to become state emergencies or disasters, and at all times, provide for the safety of firefighters and the public.




Initial response comes from local fire departments; fire protection districts; sheriff's offices; USFS, BLM, NPS, FWS, BIA.

DFPC may provide technical assistance during initial response and will provide state resources upon request.

Agreements between DFPC, federal agencies, and counties provide a path for local fire departments to participate in fire response outside their local jurisdiction.

Wildland fire response is implemented through 6 Interagency Dispatch Centers.

Annual Operating Plans established with all responding agencies in a County facilitate coordinated response.

DFPC is the lead state agency for wildland fire management (Colorado Emergency Operating Plan ESF 4).

DFPC manages the Wildfire Emergency Response Fund (WERF); the Emergency Fire Fund (EFF); the Wildfire Preparedness Fund; and FEMA Fire Management Assistance Grants (FMAG).

**Exhibit H – Documents Required for Money Transfer**

Documents Required To Transfer Money Between Federal Agencies And The State of Colorado, Department of Public Safety, Division of Fire Prevention and Control (DFPC)

1. Type of document(s) required by Federal agencies to TRANSFER monies to the Colorado DFPC

| FEDERAL AGENCIES | FIRE SUPPRESSION | RURAL FIRE | PRESCRIBED FIRES |
|---|---|---|---|
| U.S. Forest Service | Cooperative Fire Agreement | Grant | Participating Agreement |
| U.S. Bureau of Land Management | Cooperative Agreement/Contract | Cooperative Agreement | Cooperative Agreement/Contract |
| U.S. National Park Service | Cooperative Agreement | Grant | Cooperative Agreement |
| U.S. Fish & Wildlife Service | Purchase Order | Cooperative Agreement | Purchase Order |
| | | | |
| U.S. Bureau of Indian Affairs | Purchase Order | Cooperative Agreement | Purchase Order |

2. Type of document(s) required by Federal Agencies to TRANSFER monies to other Federal Agencies

| FEDERAL AGENCY | FIRE SUPPRESSION | RURAL FIRE | PRESCRIBED FIRES |
|---|---|---|---|
| U.S. Forest Service | Not applicable | AD-672 | AD-672 |
| U.S. Bureau of Land Management | Interagency Agreement Articles; IGO 1681-3 | Interagency Agreement Articles; IGO 1681-3 | Interagency Agreement Articles; IGO 1681-3 |
| U.S. National Park Service | Interagency Agreement (IDEAS) Without Articles (NPS form not numbered | Interagency Agreement (IDEAS) Articles IGO 1681-3 (IDEAS) | Interagency Agreement (IDEAS) Articles IGO 1681-3 (IDEAS) |
| U.S. Fish & Wildlife Service | Interagency Agreement/Intra-Agency Agreement | Interagency Agreement/Intra-Agency Agreement | Interagency Agreement/Intra-Agency Agreement |
| U.S. Bureau of Indian Affairs | Interagency Agreement | Interagency Agreement | Interagency Agreement |

(For internal operating procedures or internal documents, contact your local Contracting Officer/Assistance Officer or Grants & Agreements Specialist.)

3. Type of document(s) required by Federal Agencies to RECEIVE monies from other Federal Agencies

| FEDERAL AGENCY | FIRE SUPPRESSION | RURAL FIRE | PRESCRIBED FIRES |
|---|---|---|---|
| U.S. Forest Service | Not applicable | AD-672 | AD-672 |
| U.S. Bureau of Land Management | Interagency Form 1681-3<br>Attached Other Agency Form | Interagency Form 1681-3<br>Attached Other Agency Form | Interagency Form 1681-3<br>Attached Other Agency Form |
| U.S. National Park Service | Interagency Agreement (Will accept other Agency format, but needs to meet basic NPS key elements) | 1681-3 (WORD)<br>Statement of Work<br>Attached Other Agency Form | 1681-3 (WORD)<br>Statement of Work<br>Attached Other Agency Form |
| U.S. Fish & Wildlife Service | Interagency Agreement (Other Agency Form acceptable) | Interagency Agreement Initiated by Other Agency (Other Agency Form acceptable) | Interagency Agreement (Other Agency Form acceptable) |
| | | | |
| U.S. Bureau of Indian Affairs | Interagency Agreement | Interagency Agreement | Interagency Agreement |

(For internal operating procedures or internal documents, contact your local Fiscal/Financial/Budget Officer.)

4. Type of document(s) required by Federal Agencies to RECEIVE monies from the Division of Fire Prevention and Control

| FEDERAL AGENCY | FIRE SUPPRESSION | RURAL FIRE ACTIVITIES | PRESCRIBED FIRES |
|---|---|---|---|
| U.S. Forest Service | Bill for Collection to the State | Bill for Collection to the State | Bill for Collection to the State |
| U.S. Bureau of Land Management | Bill for Collection to the State | Bill for Collection to the State | Bill for Collection to the State |
| U.S. National Park Service | Bill for Collection to the State | Bill for Collection to the State | Bill for Collection to the State |
| U.S. Fish & Wildlife Service | Bill for Collection to the State | Bill for Collection to the State | Bill for Collection to the State |
| | | | |
| U.S. Bureau of Indian Affairs | Bill for Collection to the State | Bill for Collection to the State | Bill for Collection to the State |

(For internal operating procedures or internal documents, contact your local Grants and Agreements Specialist/fiscal/financial/budget officer.)