AZ Agreement No. KR-08-0013-SFD-OSF
FS Agreement No. 09-FI-11031600-018
BLM Agreement No. AGN AAA-090001
BIA Agreement No. AGN00090002 Navajo
BIA Agreement No. AGN00090004 Western
FWS Agreement No 20181-9-J809
NPS Agreement No. F1274090001

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD ACT RESPONSE AGREEMENT

2015 ARIZONA ANNUAL OPERATING PLAN

Purpose: This Annual Operating Plan is tiered to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement. This Annual Operating Plan provides details that describe how agencies will process bills and make payments between the State Forester and the Cooperating Federal Agencies for fire management activities and Presidentially Declared Emergencies and Disasters.

General Billings Procedures: When cross billing occurs, one bill will be presented to the responsible agency. If partial billings are required for approved fires under a Federal Emergency Management Agency (FEMA) Fire Management Assistance Grant (FMAG), approval will be on case by case basis. General Billing Procedures for Incident Billings:

A. Federal Agencies shall not bill each other for wildland fire management support. Each Federal Agency will submit bills for their reimbursable costs to the State whenever the Federal Agencies are supporting the State of Arizona as the Jurisdictional Agency (Master Agreement, Section VII, Billing Procedures and Cost Recovery).

B. When the State is a Supporting Agency, the State will strive to send one (1) bill per fire with a maximum of four (4) bills to the Jurisdictional Agency unless otherwise negotiated with the Jurisdictional Agency due to unanticipated factors, for reimbursable costs. The final bill for each fire will be marked as final on the invoice.

C. For multiple-billings associated with a single incident, the Final bill will include the appropriate indirect rate based on total direct costs.

D. When the State is the Protecting Agency, and the fire is within the State of Arizona, the Federal Agencies will send one (1) bill per fire. All bills will be paid in accordance with the paying Agency's prompt payment procedures per the December 16, 2011, letter to the National Association of State Foresters regarding the Debt Collection Improvement Act (DCIA) and Federal Claims Collection Standards (FCCS) whether or not these are specifically referenced in current or future agreements.

E. Anytime the State responds to a fire outside of Arizona at the request of the Southwest Coordination Center or Great Basin Coordination Center (Arizona Strip), the State will bill all applicable costs to the Department of the Interior (DOI) Agencies signatory to this Agreement for fires within DOI jurisdiction. For other state and USFS jurisdictional lands, Arizona will bill all applicable costs to the USFS.

   FEMA mission assignments (excluding Fire Management Assistance Grants) to the USFS for resources to support actual or anticipated presidentially declared incidents under the Stafford Act may include assets from State, Local, Tribal and other Federal agencies as outlined in the National and Geographic Mobilization Guides. These agencies will submit their bills to the USFS for reimbursement.

F. Reciprocal wildland fire resources will be billed for the entire time the resources are assigned to multi-jurisdictional fires. For Type 1 and Type 2 incidents between the State and USFS, the cost apportionment method will be utilized. DOI Agencies may utilize the cost apportionment method to determine financial responsibility on a case by case basis.

G. Agencies shall share their respective individual incident resource order numbers for cross-referencing purposes. Support positions may be authorized without a resource order. Supplemental information may be requested to support reimbursement request (Master Agreement, Part VII, Section 45. E).

Reimbursable Billing:

When obligations have been accrued, the bill shall contain at a minimum: Cooperator name, address, phone number, agency financial contact; invoice or bill number; agreement number; inclusive dates; incident name and resource order numbers; appropriate incident number and State and Federal fire code; summary costs reports generated by the billing Agency supported by copies of billed invoices; signature and title of Agency official certifying payment.

When obligations have been accrued and paid, the bill shall contain at a minimum: Cooperator name, address, phone number, agency financial contact; appropriate incident name, number and State and Federal fire code invoice or bill number; summary costs reports generated by the Agency to support the billing, including applicable cost share agreements; signature and title of Agency official. Bills shall be sent to the appropriate billing address.

Indirect Rates:

Indirect rates shall be based on the Agency's direct costs that are incurred pursuant to this Agreement and computed as follows:

	Direct Costs	Indirect Rate
A.	Less than or equal to $250,000	5%
B.	Between $250,000 and $1,000,000	The greater of $12,500 or 3%
C.	Greater than $1,000,001	The greater of $30,000 or 1%

Billing Addresses:

All bills for services provided to the State shall be mailed to the following addresses for payment:

Office of the State Forester
Attn: State Fire Finance
1110 West Washington. Suite 100
Phoenix, AZ 85007
Fax: 602-364-0241

All bills for services provided to the U.S. Forest Service, Southwestern Region, National Forests within the State of Arizona shall be mailed to:

U.S. Forest Service
Albuquerque Service Center, Incident Finance
(Grants and Agreements Payments)
101 B Sun Ave. NE
Albuquerque, NM 87109
Fax: 806-816-9532

All bills for services provided to the USDI Bureau of Land Management shall be mailed to:

USDI Bureau of Land Management
Arizona State Office, Incident Business
One North Central Ave., Suite 800
Phoenix, AZ 85004-2203
Fax: 602-417-9554

All bills for services provided to the USDI Bureau of Indian Affairs (Except for the Navajo Regional Office) shall be mailed to:

USDI Bureau of Indian Affairs
Western Regional Office
Division of Forestry Management
2600 N. Central Ave., Suite 400
Phoenix, AZ 85004
Fax: 602-379-6826

All bills for services provided to the USDI Bureau of Indian Affairs shall be mailed to the Navajo Regional Office:

USDI Bureau of Indian Affairs
Attn: Regional Director Navajo Regional Office
Branch of Forestry
Mail Drop: 410
PO Box 1060
Gallup, NM 87305

All bills for services provided by the USDI National Park Service shall be mailed to the Intermountain Regional Office:

USDI National Park Service
Attn: Fire Management
Intermountain Region
12795 W. Alameda Parkway
Lakewood, CO 80228
Fax: 303-969-2037

All bills for services provided to the USDI Fish and Wildlife Service, Southwestern Region, Wildlife Refuges within the State of Arizona shall be mailed to:

USDI Fish and Wildlife Service
Attn: Fire Management
500 Gold Avenue, SW
Albuquerque, NM 87103

EXECUTION

This 2015 Annual Operating Plan will be considered executed and viable (among those agencies that accept and sign the signature page) when all agencies have signed and will be considered in effect from January 1, 2015 through December 31, 2015.

USDI FISH AND WILDLIFE SERVICE
Southwestern Region

_____
Regional Director Date

_____
Contracting Officer FWS-19072 Date

USDI NATIONAL PARK SERVICE
Intermountain Region

_____
Regional Director Date

_____
Contracting Officer Date

USDI BUREAU OF LAND MANAGEMENT
Arizona State Office

_____
State Director Date

_____
Contracting Officer Date

USDI BUREAU OF INIDIAN AFFAIRS
Western Region

_____
Regional Director Date

_____
Contracting Officer Date

U.S. FOREST SERVICE
Southwestern Region

for D R Mt 26 JANUARY 2015
Regional Forester Date

Grants Management Specialist 1/22/2015
Grants Management Specialist Date

USDI BUREAU OF INIDIAN AFFAIRS
Navajo Region

_____
Regional Director Date

_____
Contracting Officer Date

STATE OF ARIZONA
Arizona State Forestry Division

_____
Arizona State Forester Date