

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Philip Morley, County Administrator

FROM: Sue Hay - 4-H Coordinator, WSU Jefferson County Extension

DATE: 8-7-12
20

RE: Modification to U.S. Forest Service agreement #10-CS-11060900-023

STATEMENT OF ISSUE:

This modification extends an existing agreement the Jefferson County 4-H has with the U.S. Forest Service. This agreement funds the **4-H Stewardship Program**, in which high school students from Jefferson County are hired in the spring and the fall to work on Olympic National Forest stewardship projects, including riparian restoration, elk forage restoration, tree planting, trail maintenance, campground clean ups, and watershed clean ups. In addition, a five day Leadership Training backpacking trip into Olympic National Forest was lead by the stewardship crew chiefs this summer.

ANALYSIS:

This modification will provide funds to run two more work seasons of the Stewardship Program, which provides county youth a valuable opportunity for outdoor education, team building, and caring for our community's environment.

FISCAL IMPACT:

\$32,924 will be added to the current agreement – no cost is incurred by the County. *These funds are separate from any SRS finding.*

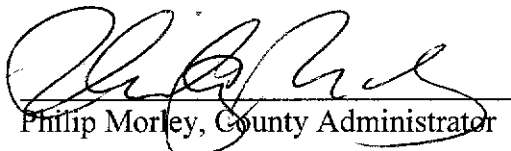
RECOMMENDATION:


We recommend that the Commissioners approve this modification to the agreement

DEPARTMENT CONTACT:

Sue Hay 379-5610 Ext. 208

REVIEWED BY:


Philip Morley, County Administrator


Date



MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
1	2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 10-CS-11060900-023		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:		3. MODIFICATION NUMBER: 003	
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Olympic National Forest 1835 Black Lake Blvd. SW, Ste. A Olympia, WA 98512			5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Olympic National Forest Hood Canal Ranger District P.O. Box 280 Quilcene, WA 98376		
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Jefferson County by and through Jefferson County Washington 4-H 201 W. Patison Port Hadlock, WA 98339			7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only): N/A		

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Additional funds in the amount of \$32,942.00 and remaining funds of \$8,080.87 are currently available for performance of this instrument through August 16, 2015. See attached Financial Plan.
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Update Cooperator Project Contact and Availability of Funds Provision (see item no. 9, below).
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Update Work Program

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

Update the Cooperator Project Contact to the following:

<p>Sue Hay 201 W. Patison, Port Hadlock, WA 98339 360-379-5610 ext. 208 shay@jefferson.wsu.edu</p>
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AVAILABILITY OF FUNDS. Additional U.S. Forest Service funds in the amount of \$32,942.00 and all remaining funds are currently available for performance of this instrument through August 16, 2015. The U.S. Forest Service's obligation for performance of this instrument beyond this date is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this instrument beyond August 16, 2015 until funds are made available to the U.S. Forest Service for performance and until 4-H Program receives notice of availability to be confirmed in a written modification by the U.S. Forest Service.

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan, Exhibit A
<input checked="" type="checkbox"/>	Other: Work Program, Exhibit B

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.



USDA Forest Service

OMB 0596-0217
FS-1500-19

11.A. JEFFERSON COUNTY SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): DAVID SULLIVAN		11.F. NAME (type or print): AMANDA G. MCADAMS	
11.G. TITLE (type or print): Chairman		11.H. TITLE (type or print): Acting Forest Supervisor	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: <i>Colleen Brower</i> COLLEEN BROWER U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED 7/24/2012
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Burden Statement

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Approved as to form only:

David Shively 7/30/12
Jefferson Co. Prosecutor's Office

Attachment: Exhibit A

USFS Agreement No.: 10-CS-11060900-023
Cooperator Agreement No.:

Mod. No.: 003

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

Agreements Financial Plan (Short Form)

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

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$2,549.00	\$26,520.00	\$5,600.00	\$0.00	\$34,669.00
Travel	\$0.00	\$1,824.00	\$600.00	\$1,200.00	\$3,624.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$2,598.00	\$855.00	\$240.00	\$3,693.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$2,000.00	\$440.00	\$0.00	\$2,440.00
Other					\$0.00
Subtotal	\$2,549.00	\$32,942.00	\$7,495.00	\$1,440.00	\$44,426.00
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$203.92				\$203.92
Total	\$2,752.92	\$32,942.00	\$7,495.00	\$1,440.00	\$44,629.92
Total Project Value:					\$44,629.92

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	79.98% (f)
Total Cooperator Share (c+d) ÷ (e) = (g)	20.02% (g)
Total (f+g) = (h)	100.00% (h)

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Kurt Aluzas		\$388.00	1.00	\$388.00
Eric Fosse		\$276.00	2.00	\$552.00
Jennifer Fujii		\$248.00	3.00	\$744.00
Larry Kindred		\$145.00	1.00	\$145.00
Stephanie Neil		\$360.00	2.00	\$720.00
Total Salaries/Labor				\$2,549.00
Subtotal Direct Costs				\$2,549.00

Forest Service Overhead Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
8.00%	\$2,549.00			\$203.92
Total FS Overhead Costs				\$203.92

TOTAL COST	\$2,752.92
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Coordinator	\$150.00	30.00		\$4,500.00
Bookkeeper	\$150.00	20.00		\$3,000.00
2 Crew Chiefs	\$320.00	21.00		\$6,720.00
12 Youth minimum wage - Fall	\$868.00	6.00		\$5,208.00
12 Youth minimum wage - Spring	\$868.00	6.00		\$5,208.00
Non-Standard Calculation				
Payroll taxes - crew chiefs @ 11%				\$739.00
Payroll taxes - youth @ 11%				\$1,145.00
Total Salaries/Labor				\$26,520.00
Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
Vans @ .55/mile			1135 miles	\$624.00
vans maintenance, repair & towing				\$1,200.00
Total Travel				\$1,824.00
Supplies/Materials				
Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
Work tools including weed wrenches, gloves, safety vests, first aid kit, and safety goggles				\$300.00
Outdoor gear including raingear and boots				\$470.00
Camp supplies such as tents, sleeping bags, pads, kitchen utensils, bug repellent, stove fuel				\$578.00
Toner and paper supplies such educational materials, writing journals, applications, and other forms				\$1,250.00
Non-Standard Calculation				
Total Supplies/Materials				\$2,598.00
Other Expenses				
Standard Calculation				
Item	# of Units	Cost/Unit		Total
Leadership Training for 8 youth	8.00	\$250.00		\$2,000.00
Total Other				\$2,000.00
Subtotal Direct Costs				\$32,942.00
Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$32,942.00			\$0.00
Total Coop. Indirect Costs				\$0.00
TOTAL COST				\$32,942.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Water Quality Coordinator		\$400.00	2.00	\$800.00
Water Quality Educator		\$400.00	2.00	\$800.00
GIS Specialist		\$400.00	7.00	\$2,800.00
Marketing Designer		\$400.00	3.00	\$1,200.00
Total Salaries/Labor				\$5,600.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
4-H Forum- Stewardship	Sue Hay	\$600.00	1.00	\$600.00
Total Travel				\$600.00

Supplies/Materials				
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
Digital Camera, GPS & GIS software use		5.00	\$91.00	\$455.00
Food			\$400.00	\$400.00
Total Supplies/Materials				\$855.00

Other Expenses				
Standard Calculation				
Item		# of Units	Cost/Unit	Total
Challenge Course Leadership Training		2.00	\$220.00	\$440.00
Total Other				\$440.00

Subtotal Direct Costs	\$7,495.00
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Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$7,495.00			\$0.00

Total Coop. Indirect Costs	\$0.00
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TOTAL COST	\$7,495.00
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WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis - Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Travel					
Standard Calculation					
Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00

Non-Standard Calculation					
PNTA van use		\$100.00	12.00		\$1,200.00

Total Travel					\$1,200.00
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Supplies/Materials					
Standard Calculation					
Supplies/Materials		# of Items	Cost/Item		Total
Misc PNTA tools					\$240.00
Total Supplies/Materials					\$240.00

Subtotal Direct Costs	\$1,440.00
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TOTAL COST	\$1,440.00
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EXHIBIT B
WORK PROGRAM

4-H Stewardship Program

Project Description: Twelve youth will participate in each of the twelve stewardship projects.

Fall Projects include:

- (1) Elk habitat enhancement
- (2) Trail maintenance
- (3) Trail maintenance
- (4) Watershed cleanup volunteer event
- (5) Clean up at Falls View Campground
- (6) Table plan and leaf raking at Seal Rock Campground

Spring Projects include:

- (1) Maintenance at Seal Rock and Falls View Campgrounds
- (2) Elk habitat enhancement
- (3) Trail maintenance
- (4) Watershed cleanup volunteer event (Earth Day)
- (5) Campground maintenance and preparation
- (6) Table plank installation and preparation at campground

USFS Contact: Stephanie Neil

Job Code: S2I605