

CATEGORY 5 MASTER COST RECOVERY AGREEMENT**Between****USDA, FOREST SERVICE, Coconino National Forest,
and City of Flagstaff**

This agreement is entered into between the UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE, Coconino National Forest (the Forest Service), and the City of Flagstaff (the applicant) under 36 CFR 251.58.

A. RECITALS

1. On July 25, 2018, the Forest Service accepted the applicant's applications for use and occupancy of National Forest System lands (hereinafter "the applications"), which are enumerated in Appendix A. The Forest Service shall assess the applicant a cost recovery fee for the agency's costs to process the applications.
2. The proposed use involves multiple phases of development or the applicant has submitted a group of applications or similar applications for a specified geographic area. Therefore, the fee for processing the applications falls within category 5 under the applicable Forest Service processing fee schedule and/or the fee for monitoring the applicant's special use authorizations falls within category 5 under the applicable Forest Service monitoring fee schedule.
3. The geographic area to be covered by this agreement is areas and projects within the City of Flagstaff incorporated boundaries. See Appendix B.
4. In signing a master agreement for a major category application submitted or authorization issued under authorities other than the Mineral Leasing Act, the applicant waives the right to request a reduction of the processing or monitoring fee based upon the reasonableness factors in 36 CFR 251.58(c)(1)(ii)(A) or (d)(1)(ii)(A). Therefore, the Forest Service is entitled to recover its full actual costs for all major category applications or authorizations covered by this master agreement.
5. Payment of a processing fee by the applicant does not obligate the Forest Service to authorize the applicant's proposed use and occupancy. If a major category application is denied or withdrawn in writing, the applicant is responsible for costs incurred by the Forest Service in processing the application up to and including the date the agency denies the application or receives written notice of the applicant's withdrawal. If the applicant withdraws a major category application, the applicant also is responsible for any costs subsequently incurred by the Forest Service in terminating consideration of the application.
6. The Forest Service shall determine the appropriate level of environmental analysis for each application which is enumerated in Appendix D and inform the applicant prior to initiating the environmental analysis.
7. Information associated with this agreement may be released to the public in accordance with the provisions of the Freedom of Information Act and Privacy Act.

PART I - PROCESSING FEES**B. BASIS FOR PROCESSING FEES**

Processing fees for the applications are based upon the direct and indirect costs that the Forest Service incurs in reviewing the applications, conducting environmental analyses of the effects of the proposed use, reviewing any applicant-generated environmental documents and studies, conducting site visits, evaluating the applicant's technical and financial qualifications, making a decision on whether to issue the authorizations, and preparing documentation of analyses, decisions, and authorizations for the applications. The processing fee for the applications shall be based only on costs

that are necessary for processing the applications. "Necessary for" means that but for the applications, the costs would not have been incurred. The processing fee shall not include costs for studies for programmatic planning or analysis or other agency management objectives, unless they are necessary for processing the applications. Proportional costs for analyses, such as capacity studies, that are necessary for the applications may be included in the processing fee.

C. AGREEMENT

In consideration of the foregoing, the parties agree as follows:

1. Scope of Work. The Forest Service shall develop a scope of work for processing the applications and an estimate of the agency's costs to process the applications, which will be incorporated into this agreement as Appendix C. This scope of work shall report direct costs in categories that correspond to those in the agency's accounting system, e.g., job code, personnel compensation based upon the cost to the government (salary and benefits), travel, and other direct services, materials, and supplies. In addition, the estimate of the agency's processing costs shall include the agency's indirect costs based upon the approved annual indirect cost rate. Classification of costs as direct or indirect shall be in accordance with the published Forest Service budget for the applicable fiscal year.

2. Environmental Analysis. The Forest Service shall supervise the preparation of the environmental analysis associated with the applications in compliance with applicable legal requirements, including public review of the analysis, analysis of public comments, and decision documentation. In exercising this responsibility, the Forest Service shall endeavor to foster cooperation among other agencies involved in the process, and to integrate National Environmental Policy Act requirements and other environmental review and consultation requirements to avoid, to the fullest extent possible, duplication of efforts by those agencies. However, the Forest Service shall not delegate to any other agency its authority over the scope and content of the environmental analysis, or approval or denial of the applications.

3. Billing. The Forest Service shall bill the applicant prior to commencement of work. The applicant agrees to pay the initial estimated processing fee of \$15,000 and a subsequent quarterly estimated processing fee of \$, for a total of \$.The initial bill for the estimated processing fee will be sent by The Forest Service, Albuquerque Service Center (ASC).

4. Payment. The applicant shall pay the initial estimated processing fee and any subsequent estimated processing fee within 30 days of the date the bill for the fee was issued. The Forest Service shall not initiate processing the application until the initial estimated processing fee is paid. If the applicant fails to pay the initial or any subsequent estimated processing fee or the fee is late, the Forest Service shall cease processing the application until the fee is paid.

5. Statement of Costs. The Forest Service shall annually report costs incurred for processing the application by providing a financial statement from the agency's accounting system to the applicant.

6. Underpayment. When the estimated processing costs are lower than the final processing costs for the applications, the applicant shall pay the difference between the estimated and final processing costs within 30 days of billing.

7. Overpayment. If payment of the processing fee exceeds the Forest Service's final processing costs for the applications, the Forest Service shall either (a) refund the excess payment to the applicant or, (b), at the applicant's request, shall credit it towards monitoring fees due.

8. Disputes

a. If the applicant disagrees with the processing fee category assigned for a minor category or, in the case of a major processing category, with the estimated dollar amount of the processing costs, the applicant may submit a written request before the disputed fee is due for substitution of an alternative fee category or alternative estimated costs to the immediate supervisor of the authorized officer who determined the fee category or estimated costs. The written request must include supporting documentation.

b. If the applicant pays the full disputed processing fee, the Forest Service shall continue to process the applications during the supervisory officer's review of the disputed fee, unless the applicant requests that the application processing cease.

c. If the applicant fails to pay the full disputed processing fee, the Forest Service shall suspend further processing of the application pending the supervisory officer's determination of an appropriate processing fee and the applicant's payment of that fee.

d. The authorized officer's immediate supervisor shall render a decision on a disputed processing fee within 30 calendar

days of receipt of the written request from the applicant. The supervisory officer's decision is the final level of administrative review. The dispute shall be decided in favor of the applicant if the supervisory officer does not respond to the written request within 30 days of receipt.

9. Lack of Administrative Appeal. A decision by an authorized officer to assess a processing fee or to determine the fee category or estimated costs is not subject to administrative appeal. A decision by an authorized officer's immediate supervisor in response to a request for substitution of an alternative fee category or alternative estimated costs likewise is not subject to administrative appeal.

10. Amendment. Modifications to this agreement shall be made in writing and shall be signed and dated by both parties.

11. Expiration and Termination. This agreement expires on 12/31/2023. Either party, in writing, may terminate this agreement in whole or in part at any time before it expires. The applicant is responsible for all Forest Service costs covered by this agreement that are incurred up to the date of expiration or termination.

12. Principal Point of Contact. The Forest Service and the applicant shall each establish a principal point of contact for purposes of this agreement.

The Forest Service's contact is Bridget Roth, Public Services Staff, 928-527-3470.

The applicant's contact is Charity Lee, Real Estate Manager, 928- 213-2072.

PART II - MONITORING FEES

B. BASIS FOR MONITORING FEES

1. Minor Category Authorizations. For minor category authorizations, the Forest Service shall assess the applicant a monitoring fee based upon the estimated time needed for Forest Service monitoring to ensure compliance with the authorization during construction or reconstruction of temporary or permanent facilities and rehabilitation of the construction or reconstruction site. The assessed monitoring fee for minor categories will be taken from the applicable fee schedule.

2. Major Category Authorizations. For major category authorizations, the Forest Service shall assess the applicant a monitoring fee based upon the agency's estimated full actual costs to ensure compliance with the terms and conditions of the authorization during all phases of its term, including but not limited to monitoring to ensure compliance with the authorization during the construction or reconstruction of temporary or permanent facilities and rehabilitation of the construction or reconstruction site.

C. AGREEMENT

In consideration of the foregoing, the parties agree as follows:

1. Scope of Work. The Forest Service shall develop a scope of work for monitoring the authorizations and an estimate of the agency's costs to monitor the authorizations, which will be incorporated into this agreement as Appendix D. This scope of work shall report direct costs in categories that correspond to those in the agency's accounting system, e.g., job code, personnel compensation based upon the cost to the government (salary and benefits), travel, and other direct services, materials, and supplies. In addition, the scope of work shall include the agency's indirect costs based upon the approved annual indirect cost rate. Classification of costs as direct or indirect shall be in accordance with the published Forest Service budget for the applicable fiscal year.

2. Billing. The Forest Service shall bill the applicant prior to commencement of construction, reconstruction, rehabilitation, or any other activity subject to a monitoring fee. The applicant shall pay the initial estimated monitoring fee of \$ _____ before or at the same time the authorization is issued and a subsequent monthly or quarterly estimated monitoring fee of \$ _____, for a total of \$ _____. The bill for initial estimated monitoring fee is attached.

3. Payment. The applicant shall pay the initial estimated monitoring fee and any subsequent estimated monitoring fees within 30 days of the date the bill for the fee is issued. The Forest Service shall not initiate monitoring the authorization until the estimated monitoring fee is paid. If the applicant fails to pay the initial or any subsequent estimated monitoring fee or the fee is late or fees due become delinquent, the Forest Service shall not issue the authorization or shall suspend or revoke the authorization in whole or in part.

4. Statement of Costs. The Forest Service shall annually report costs incurred for monitoring the authorizations by providing a financial statement from the agency's accounting system to the applicant.
5. Underpayment. When the estimated monitoring costs are lower than the final monitoring costs for the authorizations, the applicant shall pay the difference between the estimated and final monitoring costs within 30 days of billing.
6. Overpayment. If payment of the monitoring fee exceeds the Forest Service's final monitoring costs for the authorizations, the Forest Service shall either (a) adjust the next periodic payment to reflect the overpayment or (b) refund the excess payment to the applicant.
7. Disputes
- a. If the applicant disagrees with the monitoring fee category assigned for a minor category or, in the case of a major monitoring category, with the estimated dollar amount of the monitoring costs, the applicant may submit a written request before the disputed fee is due for substitution of an alternative fee category or alternative estimated costs to the immediate supervisor of the authorized officer who determined the fee category or estimated costs. The written request must include supporting documentation.
- b. If the applicant pays the full disputed monitoring fee, the Forest Service shall issue the authorizations and/or allow the use and occupancy to continue during the supervisory officer's review of the disputed fee, unless the applicant elects not to exercise the authorized use and occupancy of National Forest System lands during the review period.
- c. If the applicant fails to pay the full disputed monitoring fee, the Forest Service shall not issue the applicant an authorization for any new uses or shall suspend or revoke the applicant's existing authorization in whole or part pending the supervisory officer's determination of an appropriate monitoring fee and the applicant's payment of that fee.
- d. The authorized officer's immediate supervisor shall render a decision on a disputed monitoring fee within 30 calendar days of receipt of the written request from the applicant. The supervisory officer's decision is the final level of administrative review. The dispute shall be decided in favor of the applicant if the supervisory officer does not respond to the written request within 30 days of receipt.
8. Lack of Administrative Appeal. A decision by an authorized officer to assess a monitoring fee or to determine the fee category or estimated costs is not subject to administrative appeal. A decision by an authorized officer's immediate supervisor in response to a request for substitution of an alternative fee category or alternative estimated costs likewise is not subject to administrative appeal.
9. Amendment. Modifications to this agreement shall be made in writing and shall be signed and dated by both parties.
10. Expiration and Termination. This agreement expires on 12/31/2023. Either party, in writing, may terminate this agreement in whole or in part at any time before it expires. The applicant is responsible for all Forest Service costs covered by this agreement that are incurred up to the date of expiration or termination.
11. Principal Point of Contact. The Forest Service and the applicant shall each establish a principal point of contact for purposes of this agreement.

The Forest Service's contact is name, title and telephone number. Same as for processing above.

The applicant's contact is name, title and telephone number. Same as for processing above.

This agreement is accepted subject to all its terms and conditions.

City of Flagstaff	Date

Laura Jo West Forest Supervisor, Coconino National Forest USDA, Forest Service	Date

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082.. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

APPENDIX A

Applications and Authorizations Subject to this Agreement

Applications

Sheeps FUTS Trail

Old Walnut Canyon Road Easement

Lake Mary Communication Tower

Cinder Lake Landfill Road and utilities

Old Route 66 Road Easement

Red Gap Pipeline

Authorizations

Amendments and monitoring of the Master Permit for water facilities.

Monitoring of other projects under City of Flagstaff authorizations.

APPENDIX B

Scope of Work

NEPA and permitting of smaller projects, including preparation of reports, documents. Includes transfer of remaining funds from the existing agreement #14MJ11030405481 which expires December 31, 2018 and indirect costs of 10%. Activities under this agreement including monitoring of existing permitted areas including review of work on existing facilities when maintenance needs to occur to comply with laws and regulations.

Small projects including:

Sheep Crossing FUTS Trail

Old Walnut Canyon Easement

Red Gap Pipeline Geotech

Lake Mary Communication Site

Old Route 66 Easement

Total Costs estimated for these: \$19,362

Indirect costs 10% : 1936

Total: \$21,298

Cinder Lake Landfill project including NEPA oversight:

Costs: \$19,782

Indirect costs 10%: \$1,978

Total Costs: \$21,760

Existing archeological review of water systems in the Inner Basin

Red Gap Pipeline NEPA is not yet estimated as there is not a firm application submitted to the Forest Service.

Other projects to be estimated, added to the project list and additional collections can done as needed through amendment to this agreement. Different job codes can be created to separate expenditures for projects.

