

Partners to the Master Stewardship Agreement will collaborate and share various responsibilities with specific roles and leadership responsibility assigned based on each Partner's expertise, past involvement and interest. Roles are subject to annual review.

All Partners will participate in the following:

- Technical review of project data, design and all aspects of implementation including contract design, prescriptions, tree marking guidance, tree marking and logistics
- Development and implementation of the community engagement plan
- Development and implementation of the Multi-Party Monitoring Plan including technical support and fundraising
- Coordination of project communications with the public

Specific Partner roles are described below:

Forest Service

- Maintain overall decision making authority on National Forest System lands, including consistency review of implementation against the Record of Decision
- Lead project design and development of the implementation plan (elements of the implementation plan include as a minimum: unit layout/design, unit prescriptions, marking guidance, unit prioritization and scheduling, mitigation measures)
- Lead unit layout and tree measurement, and certify unit prescriptions
- Provide oversight by key resource specialists (wildlife, fish, soils, botany, fire and fuels, hydrology, heritage)
- Administer stewardship agreement and other service (or timber sale) contracts as planned
- Implement specific on the ground projects
- Prepare prescribed fire burn plans and provide operational oversight (i.e. burn boss)

City of Ashland

- Lead development and implementation of the community engagement plan
- Convene and lead community meetings and field trips to gather input and disseminate results of technical review and project progress and results
- Technical lead for contract oversight and administration of helicopter operations
- Lead development of prescriptions for density management and tree marking guidance
- Assist with implementation of Forest Service prepared burn plans
- Maintain and regularly update the project website (ashlandwatershed.org)

The Nature Conservancy

- Coordinate technical review and oversight of project design and all aspects of implementation with input from other Partners and conduct analysis as needed to inform the review
- Oversee the development and implementation of the Multi-Party Monitoring Plan, including data collection protocols, coordination with stakeholders, and science delivery
- Serve as lead fiscal organization for the Master Stewardship Agreement and Supplemental Project Agreement

Lomakatsi Restoration Project

- Contract oversight and administration of all aspects related to on the ground implementation of understory and surface fuel ground-based operations, including participating with City of Ashland for operations related to helicopter operations
- Lead development of prescriptions for surface and ladder fuel treatments
- Lead for tree marking
- Workforce training and contractor development, recruitment, and staffing
- Market fuel reduction and restoration by-products

FS Agreement No. _____
Cooperator Agreement No. _____

**MASTER
STEWARDSHIP AGREEMENT**
Between the
CITY OF ASHLAND
THE NATURE CONSERVANCY
LOMAKATSI RESTORATION PROJECT
And the
U.S. FOREST SERVICE,
ROGUE RIVER-SISKIYOU NATIONAL FOREST,
PACIFIC NORTHWEST REGION

This Master Stewardship Agreement is hereby made and entered into by and between the City of Ashland, The Nature Conservancy, and Lomakatsi Restoration Project, hereinafter referred to as Partner, and the U.S. Forest Service, Rogue River-Siskiyou National Forest, US Forest Service, Pacific Northwest Region (6), hereinafter referred to as the Forest Service, under the provisions of the Consolidated Appropriations Resolution, 2003, Public Law 108-7, sec 323, amending Public Law 105-277, sec. 347 (Stewardship Authority).

Background: In 2003 Congress authorized the Forest Service and the Bureau of Land Management to enter into stewardship contracts and agreements “to achieve land management goals for the national forests that meet local and rural community needs.” The primary focus of this legislation is to achieve land management goals through stewardship projects awarded under contracts or agreements. Unique to the legislation is the ability to exchange goods for services that meet the land management objectives.

The area addressed in this Master Stewardship Agreement is known as the Ashland Forest Resiliency Stewardship Project, Siskiyou Mountains Ranger District, Rogue River-Siskiyou National Forest, and lies within the borders of the State of Oregon. This area includes approximately 7,600 acres to be treated during the term of this Master Stewardship Agreement.

The need for action for the Ashland Forest Resiliency Stewardship Project is the urgent reduction of the potential for large-scale, high-severity wildland fire in the Ashland Municipal Watershed and surrounding areas. One hundred years of fire exclusion and fuel accumulations in this forest’s wildland/urban interface now presents high potential for large-scale, high-severity wildland fire that could significantly interrupt the supply of clean water and late-successional and old-growth forest ecosystems in this Analysis Area. The purpose of the action is to protect values at risk (water quality, late-successional habitat, human life and property, and ecosystem sustainability), reduce hazardous fuels, reduce crown fire potential, and create forest conditions that are more resilient to wildland fires.

The Ashland Forest Resiliency Stewardship Project will implement stand density reduction to create a more fire-resilient landscape while maintaining a high level of structural heterogeneity across the landscape.

Treatments are designed to influence fire behavior by altering available fuel, fuel arrangement, fuel moisture, and species composition. Variable-density forest management, prescribed burning, and other surface fuel reduction treatments are actions that will encourage more natural species diversity and create a more fire resilient forest.

I. PURPOSE:

The purpose of this Master Stewardship Agreement is to document the cooperative effort between the parties for landscape restoration activities within the Siskiyou Mountains Ranger District, Rogue River-Siskiyou National Forest in accordance with the following provisions and the hereby incorporated Template for Stewardship Supplemental Project Agreement (SPA), attached as Exhibit A.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Forest Service is a land management agency dedicated to the wise use and management of National Forest System (NFS) lands, including the responsibility for maintaining and improving resource conditions.

The City of Ashland has developed a Community Wildfire Protection Plan and developed a GIS-based prioritization of fuels management and wildfire mitigation activities on an area comprising over 3,000 acres of private and City owned property adjacent to the Rogue River-Siskiyou National Forest. The City has obtained National Fire Plan funds and provided oversight of implementation of aggressive fuels reduction in this hazard zone. The City also actively manages 640 acres of its own land within the Ashland watershed. Management of those acres draws from a socially effective intersection with community values through the advice and oversight of the Ashland Forest Lands Commission, a contract forester, and City staff.

The Nature Conservancy's mission is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive. The Nature Conservancy has more than 50 years of conservation experience and is well-known for a collaborative and effective approach to land and water conservation. For over 30 years, The Nature Conservancy has used controlled burns and other restoration tools to help restore habitats and native species on lands we manage. Through the Global Fire Initiative, they are assisting agencies, organizations and communities to find lasting solutions to the challenges posed by altered fire regimes. In 2003, they launched the Northwest Fire Learning Network, establishing partnerships at four large watersheds (including the Ashland Watershed) and beginning to fill data gaps to enable development of stand-specific maps showing prioritized restoration actions.

The Lomakatsi Restoration Project is a nonprofit organizational collaboration guided by natural and social principles to organize and implement community based ecological restoration projects through education, vocational training, specialized workforce development, on-the-ground workforce activities and the utilization of restoration by-products, encouraging the recovery of ecosystems and the sustainability of communities, cultures, and economies. Lomakatsi has cooperated with federal and state agencies to benefit National Forests and local communities. Lomakatsi's volunteers, members, and partners have worked to raise funds and to volunteer on projects that benefit forest restoration and

fuels reduction.

The Partners and the Forest Service share a common interest in improving the condition and function of this landscape, not only for wildfire and fuels concerns, but also for landscape and stand diversity. A goal of the Ashland Forest Resiliency Stewardship Project is to increase the landscape's fire resiliency and protect the City of Ashland's domestic water supply by promoting functional ecosystem processes that contribute to sustainable forest stand densities, structures, and species compositions over the long-term. The achievement of this goal provides a variety of benefits and therefore benefits all parties to this agreement.

This Master Stewardship Agreement will provide an opportunity for the parties to seek funding to expand partnership opportunities, and to garner new and additional support from partners, including but not limited to the timber industry, federal and non-federal entities, tribal entities, and Partner members and volunteers. Mission accomplishment for both parties will be furthered by the restoration of natural resources across the landscape.

All projects conceived under this Master Stewardship Agreement will undergo a collaborative process to determine specific habitat improvements. The collaborative process will ensure that the benefits of undertaking restoration activities are mutually beneficial to the Partner and the Forest Service as well as being beneficial to a wide diversity of interests involved in collaboration.

Both parties share an interest in improving the ecosystem condition and function of the landscape. A healthy landscape provides a variety of benefits beyond the needs of a single species, and therefore benefits both parties.

It is therefore mutually beneficial for the parties to work together to implement landscape restoration and enhancement projects.

In consideration of the above premises, the parties agree as follows:

III. THE PARTNER SHALL:

- A. LEGAL AUTHORITY. The Partner shall have the legal authority to enter into this Master Stewardship Agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.
- B. Perform in accordance with any approved Supplemental Project Agreement (SPA) tiered to this Master Stewardship Agreement.
- C. In its discretion, explore opportunities for additional support from other parties for projects associated with this Master Stewardship Agreement.

The Nature Conservancy has agreed to act as the fiscal agent for the Partners for any SPA's that tier from this Master Stewardship Agreement. Therefore the following provisions III. D - H applies only to The Nature Conservancy.

- D. Establish a separate funds account for the stewardship projects performed under this Master Stewardship Agreement.

- E. TAXPAYER IDENTIFICATION NUMBER: Furnish their tax identification number upon execution of this Master Stewardship Agreement.
- F. DUNS NUMBER: Furnish their DUNS number upon execution of this Master Stewardship Agreement. Partner may obtain a DUNS number by contacting Dunn and Bradstreet at 800-234-3867 or 866-794-1580. A DUNS number will be provided immediately by telephone at no charge.
- G. ELECTRONIC FUNDS TRANSFER (EFT): Designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:
1. The payment recipient does not have an account at a financial institution.
 2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.
 3. The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.
- H. LEGAL AUTHORITY. Have the legal authority to enter into this Master Stewardship Agreement, and the institutional, managerial and financial capability (including funds sufficient to pay nonfederal share of project costs) to ensure proper planning, management, and completion of the project. In order to receive EFT payments the recipient/ Partner shall register in the Central Contractor Registry (CCR). You may register by going to www.ccr.gov and following the instructions provided on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725
- I. NONDISCRIMINATION. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posted in primary and secondary recipient offices, at the public service delivery contact point and included, in full, on all materials regarding such recipients' programs that are produced by the recipients for public information, public education, or public distribution:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited basis apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text, that "This institution is an equal opportunity provider."

- J. Agree that any Partner employees and their volunteers that are directly involved in implementing Partner's obligations under this agreement, shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as Partner has hereby willingly agreed to assume these responsibilities.
- K. Provide any necessary training to the Partner employees and volunteers and ensure that such personnel are capable of performing tasks to be completed. The Partner shall also supervise and direct the work of Partner volunteers performing under this Master Stewardship Agreement.
- L. Provide mutually agreed-upon information through its newsletter and news releases. Other outlets may be used as agreed upon by both parties.

IV. THE FOREST SERVICE SHALL:

- A. Have the Regional Forester or authorized designee approve all stewardship project proposals.
- B. Complete all necessary National Environmental Policy Act (NEPA) requirements.
- C. Inform the Partner of any changes in stewardship policy, law and regulations.
- D. Recognize the Partner's contribution, in a manner acceptable to both parties, in news releases, interpretive signs, photographs, or other media as appropriate.
- E. Provide the parameters for the Technical Project Proposal prior to entering into any Supplemental Project Agreement (SPA) with Partner.
- F. Maintain a list of active project areas covered under this Master Stewardship Agreement.
- G. Mutually prepare with Partner and then perform in accordance with the Supplemental Project Agreements.
- H. Review all required reports submitted by the Partner.
- I. Make the final determination on the appropriate instrument for specific stewardship projects developed under this Master Stewardship Agreement in consultation with the Partner.
- J. Utilize the full variety of agreement and contracting methods available under current statutes and authorities to complete approved restoration work activities within the confines of the Ashland Forest Resiliency Stewardship Project, Siskiyou Mountains Ranger District, including volume removal and service activities

- K. Require merchantable sawtimber volume, and other volume of nonsawtimber/biomass material associated with fuel reduction or restoration activities under this agreement, be merchandised and sold into the highest and best markets (the market in which the purchaser is the person or entity that can pay the most for the material and can otherwise maximize the use and/or benefit of the material).
- L. Make the final determination on the appropriate instrument for specific stewardship projects developed under this Master Stewardship Agreement in consultation with the Partner.

V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

- A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this Master Stewardship Agreement.

Principal Forest Service Contacts:

Forest Service Stewardship Coordinator	Forest Service Grants & Agreements Contact
DON BOUCHER Siskiyou Mountains Ranger District Ashland Ranger Station 645 Washington Street Ashland, OR 97520 541-552-2913 Fax: 541-552-2922 dboucher@fs.fed.us	JILL ZAN Forest Service, Region 6, Agreements Medford Interagency Office 3040 Biddle Road Medford, OR 97504 541-618-2024 Fax: 541-618-2184 jzan@fs.fed.us

Principal Partner Contacts:

Partner Stewardship Coordinator	Partner Administrative Contact
JOHN KARNIS City of Ashland 455 Siskiyou Blvd Ashland, OR 97520 541-482-2770 Fax: 541-488-5318 karnsj@ashland.or.us	MARTHA BENNET City of Ashland 20 East Main Street Ashland, OR 97520 541-488-6002 Fax: 541-488-5311 bennettm@ashland.or.us
Partner Stewardship Coordinator	Partner Administrative Contact
DARREN BORGAS The Nature Conservancy 33 South Central Ave, Suite 405 Medford, OR 97501 541-770-7933 Fax: 541-770-7941 dborgias@tnc.org	ERIC HUNTER The Nature Conservancy 821 SE 14 th Ave. Portlans, OR 97202 503-802-8173 Fax: 503-802-8199 ehunter@tnc.org

Partner Stewardship Coordinator	Partner Administrative Contact
MARKO BEY Lomakatsi Resoration Project PO Box 3084 Ashland, OR 97520 541-488-0208 Fax: 541-488-4909 marko@lomakatsi.org	JUSTIN CULLUMBINE Lomakatsi Resoration Project PO Box 3084 Ashland, OR 97520 541-488-0208 Fax: 541-488-4909 justin@lomakatsi.org

- B. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this Master Stewardship Agreement and agree to actions essential to fulfill its purposes.
- C. ANNUAL MEETING. At a minimum, the parties will meet annually to discuss potential stewardship projects and jointly review the active stewardship project proposal list.
- D. SUPPLEMENTAL PROJECT AGREEMENTS. Nothing in this Master Stewardship Agreement obligates either party to offer or accept any project proposals under this Master Stewardship Agreement. Any projects added to this Master Stewardship Agreement shall be by mutual consent of the parties through a specific SPA. At a minimum, an SPA shall:
1. Include language stating that the SPA will be made a part of this Master Stewardship Agreement thereby subjecting it to the terms of this Master Stewardship Agreement.
 2. Include a map and description of the project area, treatment activities and corresponding treated acres, and other activities which may include other resource related projects.
 3. Specify a method of designating trees for removal.
 4. Describe the desired end result of the project(s).
 5. Specify the exchange of goods for services. The Forest Service may apply the value of timber or other forest products removed as an offset against the cost of services received by the Partner.
 6. Designate a Forest Service and Partner official to monitor their respective responsibilities outlined in the SPA.
 7. Include a Financial Plan to identify each parties contributions for projects identified in the SPA.
 8. Identify appropriate bonding requirements.
 9. Include any necessary forest restrictions and closure dates to allow the Partner to implement and complete the project(s) within the specified timeframes.
 10. Provide necessary direction to the Partner to ensure compliance with appropriate laws and regulations to fulfill the terms of the SPA.
 11. Identify any reporting requirements.
 12. Be reviewed and approved by a delegated timber contracting officer when forest products will be disposed.
 13. Be reviewed and approved by a Forest Service Grants & Agreements Specialist.
 14. Be mutually agreed to, in writing, by both parties and executed by the designated Forest Supervisor.

- M. PERFORMANCE. The parties will perform in accordance with the approved SPAs.
- N. EXCHANGE OF GOODS FOR SERVICES. SPA(s) may be completed where Forest Service goods are exchanged for Partner services; Forest Service funds are exchanged for Partner services; or a combination thereof.
- O. TECHNICAL AND COST EVALUATION. Best approach determination is the evaluation method used by the Forest Service to approve stewardship agreement technical proposals. Such consideration shall primarily consider criteria other than cost. These non-price criteria include, but are not limited to:
1. The extent of mutual interest and benefit.
 2. The advantages and effectiveness of mutual participation.
 3. Joint expertise.
 4. Past performance.
 5. Technical approach
 6. Factors relevant to cost such as volunteer participation, contribution from other parties, cost sharing, etc.
 7. Ability to utilize, educate and/or train a local workforce.
 8. Benefits to the local community
 9. Ability to complete work in a timely manner.
 10. Experience in performing similar work.
 11. Ability to conduct work in an environmentally sound manner.
- P. METHODS OF APPRAISAL: The value of timber and other forest products shall be determined using Forest Service standard guidelines, methods and techniques.
- Q. NONLIABILITY. Forest Service does not assume liability for any third party claims for damages arising out of this Master Stewardship Agreement.
- R. NOTICES. Any notice given by the Forest Service or the Partner will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:
- To the Forest Service Program Manager, at the address specified in this Master Stewardship Agreement.
- To the Partner at the Partner's address shown in this Master Stewardship Agreement or such other address designated within this Master Stewardship Agreement.
- Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.
- S. PARTICIPATION IN SIMILAR ACTIVITIES. This Master Stewardship Agreement in no way restricts the Forest Service or the Partner(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

- T. ENDORSEMENT. Any Partner contributions made under this Master Stewardship Agreement do not by direct reference or implication convey Forest Service endorsement of the Partner's products or activities and does not by direct reference or implication convey the Partner's endorsement of Forest Service's products or activities.
- U. USE OF FOREST SERVICE INSIGNIA. In order for the Partner to use the Forest Service Insignia on any published media, such as a webpage, printed publication, or audiovisual production, permission must be granted from the Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications prior to use of the insignia.
- V. NON-FEDERAL STATUS FOR PARTNER PARTICIPANT LIABILITY. The Partner agrees that any Partner employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the Partner has hereby willingly agreed to assume these responsibilities.

Further, the Partner shall provide any necessary training to Partner employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. The Partner shall also supervise and direct the work of its employees, volunteers, and participants performing under this Master Stewardship Agreement.

- W. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this Master Stewardship Master Stewardship Agreement, or benefits that may arise therefrom, either directly or indirectly.
- X. DRUG-FREE WORKPLACE.

a. The Partner agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must

- (1) Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
- (2) Specify the actions the Partner will take against employees for violating that prohibition; and
- (3) Let each employee know that, as a condition of employment under any award, he or she
 - (i) Must abide by the terms of the statement, and
 - (ii) Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.

b. The Partner agrees that it will establish an ongoing drug-free awareness program to inform employees about

- (i) The dangers of drug abuse in the workplace;
- (ii) Your policy of maintaining a drug-free workplace;
- (iii) Any available drug counseling, rehabilitation and employee assistance programs; and
- (iv) The penalties that you may impose upon them for drug abuse violations occurring in the workplace.

c. Without the Program Manager's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this Master Stewardship, or the completion date of this Master Stewardship Agreement, whichever occurs first.

d. The Partner agrees to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the SPA number of each project which the employee worked. The notification must be sent to the Program Manager within ten calendar days after the Partner learns of the conviction.

e. Within 30 calendar days of learning about an employee's conviction, the Partner must either

- (1) Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
- (2) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Y. NONDISCRIMINATION. The Partner shall comply with all applicable federal statutes relating to nondiscrimination. This includes all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.

Z. ELIGIBLE WORKERS. The Partner shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Partner shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental agreement awarded under this Master Stewardship Agreement.

AA. STANDARDS FOR FINANCIAL MANAGEMENT.

1. Financial Reporting

The Partner shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

The Partner shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control

The Partner shall maintain effective control over and accountability for all Forest Service funds, real property, and personal property assets. The Partner shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the award/agreement. The Partner shall adequately safeguard all such property and shall ensure that it is used solely for authorized purposes.

4. Payments

Payment is typically made by reimbursement; advances may be used on a case-by-case basis and the need shall be documented. Do not use retained receipts for advance payment(s). An authority to allow advance payments will be added to the SPA. When applicable, the Partner shall establish and maintain specific procedures to minimize the time elapsing between the advance of federal funds and their subsequent disbursement. Any advance requested by the Partner must be expended within 30 days of receipt.

5. Source Documentation

The Partner shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and subgrant/contract documents, and so forth.

BB. AGREEMENT CLOSEOUT. The Partner shall close out any SPAs executed under this Master Stewardship Agreement within 90 days after the expiration date or notice of termination.

Any unobligated balance of cash advanced to the Partner shall be immediately refunded to the Forest Service, including any interest earned.

Within a maximum of 90 days following the date of expiration or termination of a SPA, all financial performance and related reports required by the terms of the Master Stewardship Agreement shall be submitted to the Forest Service by the Partner.

If this Master Stewardship Agreement is closed out without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

CC. PROGRAM PERFORMANCE REPORTS. The Partner shall monitor the performance of SPA activities to ensure that performance goals are being achieved.

Performance reports shall contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The Partner shall submit quarterly performance reports. These reports are due 30 days after the reporting period. The final performance report shall be submitted either with the Partner's final payment request, or separately, but not later than 90 days from the expiration date of any SPAs.

DD. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The Partner shall retain all records pertinent to this Master Stewardship Agreement for a period of no less than three years from the expiration or termination date. As used in this provision, "records" includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. The Partner shall provide access and the right to examine all records related to this Master Stewardship Agreement to the Forest Service Inspector General, or Comptroller General or their authorized representative.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records shall be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with United States Federal funds shall be retained for three years after its final disposition.

The Partner shall provide access to any project site(s) to the Forest Service or any of their authorized representatives. The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are kept.

EE. FREEDOM OF INFORMATION ACT (FOIA). Public access to Master Stewardship Agreement records shall not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

FF. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. The Partner is encouraged to give public notice of the receipt of this award/Master Stewardship Agreement and, from time to time, to announce progress and

accomplishments. Press releases or other public notices should include a statement substantially as follows:

" of the U.S. Forest Service, Department of Agriculture, .”

The Partner may call on Forest Service's Office of Communication for advice regarding public notices. The Partner is requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office Communications as far in advance of release as possible (coordinate with Forest Public Information Officer).

- GG. RIGHT TO TRANSFER EQUIPMENT AND SUPPLIES. Equipment approved for purchase under this Master Stewardship Agreement is available only for use as authorized. The Forest Service reserves the right to transfer title to the federal government of any equipment with a current per-unit fair market value in excess of \$5,000 purchased with Forest Service funding. Upon expiration of this Master Stewardship Agreement, the Partner shall forward an equipment inventory to the Forest Service, listing all equipment purchased with Forest Service funding throughout the life of the project. Disposition instructions shall be issued by the Forest Service within 120 calendar days from termination date of this Master Stewardship Agreement.
- HH. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this Master Stewardship Agreement is not available for reimbursement of Partner purchase of equipment and supplies. Equipment is defined as having a fair market value of over \$5,000 per unit and a useful life of over one year.
- II. PURCHASE OF ASSETS. Any assets (such as equipment, property, or improvements) purchased by the Forest Service with Partner contributions shall become the property of the Forest Service.
- JJ. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction of any of the parties, shall thereupon become property of the United States. These improvements shall be subject to the same regulations and administration of the Forest Service as would other National Forest improvements of a similar nature. No part of this Master Stewardship Agreement shall entitle the Partner to any share or interest in the improvements, other than the right to use and enjoy the same under the existing regulations of the Forest Service.
- KK. CONTRACT REQUIREMENTS. If a Partner issues a contract, it shall be awarded on a competitive basis. Additionally, federal wage provisions (Davis-Bacon or Service Contract Act) are applicable to any contract developed and awarded under this Master Stewardship Agreement where all or part of the funding is provided with Forest Service funds. Davis-Bacon wage rates apply on all public works contracts in excess of \$2,000 and Service Contract Act wage provisions apply to service contracts in excess of \$2,500
- LL. GOVERNMENT-FURNISHED PROPERTY. The Partner may only use Forest Service property furnished under this Master Stewardship Agreement for performing tasks assigned in this Master Stewardship Agreement. The Partner shall not modify, cannibalize, or make alterations to Forest Service property. A separate document, Form AD-107, shall be completed to document the loan of Forest Service property. The Forest Service shall retain title to all Forest Service-furnished property. Title to Forest Service property shall not be affected by its incorporation into or

attachment to any property not owned by the Forest Service, nor shall the property become a fixture or lose its identity as personal property by being attached to any real property.

Partner Liability for Government Property.

(1) Unless otherwise provided for in the Master Stewardship Agreement, the Partner shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies—

(i) The risk is covered by insurance or the Partner is otherwise reimbursed (to the extent of such insurance or reimbursement).

(ii) The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of the Partner's managerial personnel. Partner's managerial personnel, in this clause, means the Partner's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or substantially all of the Partner's business; all or substantially all of the Partner's operation at any one plant or separate location; or a separate and complete major industrial operation.

(2) The Partner shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. The Partner shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.

(3) The Partner shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.

(4) Upon the request of the Grants & Agreements Specialist, the Partner shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of Master Stewardship Agreements of assignment in favor of the Government in obtaining recovery.

MM. OFFSETS, CLAIMS and RIGHTS. Any and all activities entered into or approved by this Master Stewardship Agreement will create and support afforestation/ reforestation efforts within the National Forest System without generating carbon credits. The Forest Service does not make claims of permanence or any guarantees of carbon sequestration on lands reforested or afforested through partner assistance. The Forest Service will provide for long-term management of reforested and afforested lands, according to applicable federal statute regulations and forest plans.

NN. FOREST SERVICE ACKNOWLEDGED IN PUBLICATION AND AUDIOVISUALS. The Partner shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this Master Stewardship Agreement.

OO. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The Partner shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any federal funding.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material shall, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

PP. REMEDIES FOR COMPLIANCE RELATED ISSUES. If the Partner materially fails to comply with any term of the Master Stewardship Agreement, whether stated in a Federal statute or regulation, an assurance, the Master Stewardship Agreement, or elsewhere, the Forest Service may take one or more of the following actions:

- (1) Temporarily withhold cash payments pending correction of the deficiency by the Partner or more severe enforcement action by the Forest Service;
- (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
- (3) Wholly or partly suspend or terminate the current Master Stewardship Agreement for the Partner's program;
- (4) Withhold further awards for the program, or
- (5) Take other remedies that may be legally available, including debarment procedures under 7 CFR part 3017.

QQ. TERMINATION BY MUTUAL AGREEMENT. This Master Stewardship Agreement may be terminated, in whole or part, as follows:

- When the Forest Service and the Partner agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- By 30 days written notification by the Partner to the Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the Forest Service decides that the remaining portion of the Master Stewardship Agreement must not accomplish the purpose for which the Master Stewardship Agreement was made, the Forest Service may terminate the award upon 30 days written notice.

If, in the case of a partial termination, the Forest Services determines that the remaining portion of the Master Stewardship Agreement will not accomplish the purposes for which the Master Stewardship Agreement was made, the Forest Service may terminate the Master Stewardship Agreement in its entirety.

Upon termination of an Master Stewardship Agreement, the Partner shall not incur any new obligations for the terminated portion of the Master Stewardship Agreement after the effective date, and shall cancel as many outstanding obligations as possible. The Forest Service shall allow full credit to the Partner for the United States Federal share of the non-cancelable obligations properly incurred by the Partner up to the effective date of the termination. Excess funds shall be refunded within 60 days after the effective date of termination.

- RR. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this Master Stewardship Agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- SS. DEBARMENT AND SUSPENSION. The Partner shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the Partner or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- TT. COPYRIGHTING. The Partner is granted sole and exclusive right to copyright any publications developed as a result of this Master Stewardship Agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this Master Stewardship Agreement.

No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right shall be transferred to any subcontracts.

This provision includes:

- The copyright in any work developed by the Partner under this Master Stewardship Agreement.
- Any right of copyright to which the Partner purchases ownership with any federal contributions.

- UU. PUBLICATION SALE. The Partner may sell any publication developed as a result of this Master Stewardship Agreement. The publication may be sold at fair market value, which is initially defined in this Master Stewardship Agreement to cover the costs of development, production, marketing, and distribution. After the costs of development and production have been recovered, fair market value is defined in this Master Stewardship Agreement to cover the costs of marketing, printing, and distribution only. Fair market value must exclude any in-kind or federal government contributions from the total costs of the project.
- VV. MODIFICATION. Modifications within the scope of this Master Stewardship Agreement shall be made by mutual consent of the parties, by the issuance of a written modification signed and dated

by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.

WW. COMMENCEMENT/EXPIRATION DATE. This Master Stewardship Agreement is executed as of the date of the last signature and is effective through December 1, 2019.

XX. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this Master Stewardship Agreement.

The authority and format of this Master Stewardship Agreement has been reviewed and approved for signature.

Date

U.S. Forest Service Grants & Agreements Specialist

In witness whereof, the parties have executed this Master Stewardship Agreement as of the last date written below.

Date	
Date	
USDA Forest Service, National Forest	

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 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.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.