

# COST-SHARE AGREEMENT

<b>Incident Name</b>		<b>Incident Number(s)</b>	
<b>Cost Share Start/End Dates</b>			
<b>Cause</b>			
<b>Incident Command Structure</b>	<b>Single Agency</b>		<b>Jurisdictions</b>
	<b>Unified Command</b>		
	<b>I.C.s</b>		

This Cost-Share Agreement between \_\_\_\_\_ and with the cooperation of \_\_\_\_\_ was prepared under the authorities of: \_\_\_\_\_

The Cooperative Fire Protection Agreement between the U.S.D.I Bureau of Land Management (Utah State Office), National Park Service (Intermountain Region), Bureau of Indian Affairs (Phoenix, Albuquerque & Navajo Area Offices), U.S. Fish & Wildlife Service (Mountain & Prairie Regions), U.S.D.A. Forest Service (Intermountain Region) and The Utah Division of Forestry, Fire & State Lands.

It is hereby agreed that the cost basis on this Incident will be shared as follows:

Rationale used in developing this cost agreement:

The following section is optional, but may be used if costs are calculated on a percentage basis:

Agency	Direct Cost	Indirect Cost	Air/Retardant Cost

This agreement and the apportionment contained are our best judgements of agency cost responsibilities.

<b>Signature</b>		<b>Signature</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Agency</b>		<b>Agency</b>	
<b>Date</b>		<b>Date</b>	
<b>Phone #</b>		<b>Phone #</b>	

<b>Signature</b>		<b>Signature</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Agency</b>		<b>Agency</b>	
<b>Date</b>		<b>Date</b>	
<b>Phone #</b>		<b>Phone #</b>	

## ITEMS TO CONSIDER WHEN NEGOTIATING A COST-SHARE AGREEMENT

Negotiating cost-share agreements within the State of Utah has been delegated to the respective unit administrators in the Cooperative Fire Management Agreement. Cost-share agreements are to be documented, including the basis or rationale used. The following guidelines should be considered when negotiating a cost-share agreement. These are intended to help field personnel in negotiating an equitable agreement and are not intended to be mandatory (see Clause #36 of the Cooperative Fire Management Agreement).

Unit Administrator is defined as the individual assigned administrative responsibilities for an organizational unit, such as a Forest Supervisor or District Rangers (USFS), Field Manager (BLM), Area Manager or Area Forester (UFF&SL), Regional Director (FWLS), Park Superintendent (NPS), and Agency Superintendent (BIA). These individuals may delegate this responsibility to a representative.

### General Guidelines:

1. Agency Specific Costs are normally not shared.
2. Responsibilities for claims are considered to be outside the scope of the cost-share agreement.
3. Rehabilitation costs other than the fireline are the responsibility of the jurisdictional agency.
4. All cost-share negotiations should include consideration to each agency's values at risk and policies.

Method 1: Costs can be shared proportionately based on acres burned.

Method 2: Costs between the agencies can be based on a summary of daily estimated incident costs and each agency's proportionate share thereof. If this method is used, daily cost-shares should be properly documented by the Incident Commander. Aircraft and retardant should be on an actual use basis.

Method 3: Costs can be shared based upon how directly fireline resources are assigned on the incident. Aircraft and retardant should be on an actual use basis where such use can be identified. Indirect costs and direct costs that are difficult to separate are then shared proportionally to direct costs. This is the most equitable method and should be utilized on incidents when a Type I team is assigned.

### Definitions:

**Direct Costs:** All costs associated with direct fireline/fireground and operations including aircraft, except airtankers and their retardant, and incident support ordered by the incident prior to completion of the cost-share agreement. Airtanker costs and associated retardant costs are direct costs but are normally calculated as a separate cost-share rate.

**Indirect Costs:** All other costs ordered by or for the incident but not defined as a direct cost. Indirect costs may include office support personnel, mobilization/demobilization centers, dispatching airbase operations, transportation from home base to camp and minor and major equipment repairs to incident assigned and damaged resources (except those costs included in equipment rental rates). Indirect costs can be shared proportionately with direct costs except where identified to be shared differently in the cost-share agreement.