



**United States  
Department of  
Agriculture  
Forest Service**

**Pacific  
Northwest  
Region**

# **REGION 6**

## **Guidance on Procedures Regarding Good Neighbor Authority Projects with Forest Product Removal**

**November 2020**

Initial  
Guidance  
Version  
1.0

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## REGION 6 GUIDANCE ON GNA PROJECTS WITH TIMBER REMOVAL

\*This guidance is in a living document and is subject to modifications.

November 2020

Please email [robert.barnhart@usda.gov](mailto:robert.barnhart@usda.gov) directly with any questions or comments.

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### ROLES AND RESPONSIBILITIES:

- **Regional Forester/Forest Supervisor:** Enter into Good Neighbor Authority agreements with the Governor or the designated representative from a state, county, or Indian tribe. Good Neighbor Authority agreements may be executed by a Regional Forester or a Forest Supervisor with delegated authority to sign Grants and Agreements (G&A) instruments (FSM 1580).
- **District Ranger:** Ensures all work performed by cooperators on NFS land on their District meets applicable Federal laws, regulations and orders, as well as requirements of associated documents such as National Environmental Policy Act (NEPA) decisions, forest plans, silviculture prescriptions and marking guides. If the Cooperator conducts NFMA data collection or NEPA analysis as part of the GNA Agreement, the line officer is still the approving authority.
- **Forest GNA Point of Contact (POC):** The Forest Supervisor should delegate a single Point of Contact for each Forest for GNA to ensure consistency in communication, implementation and reporting. The POC will:
  - a. Maintain streamlined communication with the Cooperator (state, county, and tribe), Regional Office Natural Resources and Grants and Agreements Staff.
  - b. Ensure all policy direction is provided to Forest personnel, new GNA Agreements and modifications are coordinated with G&A specialists, and accomplishment reporting is completed per direction in this Guidance document.
  - c. Ensure the state appraisal meets requirements as outlined below (See [Determination of Appraised Value](#)).
- **Qualified Engineer:** The Forest Supervisor should delegate a qualified engineer to ensure consistent communication, implementation and reporting associated with road reconstruction, maintenance, and operation activities. Qualified Engineer will:
  - a. Maintain communication with the Cooperator, Forest GNA POC, Regional Transportation Engineer, and Grants and Agreements Staff.

- b. Coordinate with Cooperator to ensure full understanding of federal requirements. Road reconstruction and maintenance appendices should be used to outline design criteria, roles and processes for each project agreement. See Appendix F & G.
  - c. Ensure compliance with agreement regarding road reconstruction and maintenance is being met.
  - d. Ensure collection of road maintenance deposits are appropriate and commensurate with use.
- **Contracting Officer:** The Regional Office Sale Administration Specialist/ Contracting Officer is responsible for ensuring that the requirements of GNA Appendix E (Timber Sale Contract Checklist) are met in each Cooperators' timber sale template. It is the responsibility of the Forest Timber CO to ensure a proper review of the State's Timber Sale contract is completed for each GNA project. A cross walk will be conducted between the NEPA resource protection measures and contract language for each GNA project and that the Cooperator fully understands the federal requirements.
- **USFS technical experts:** Technical experts across a variety of resource areas (soils, silviculturists, fuels, wildlife, NEPA planners, contract admin, etc) may be called upon to work directly with cooperators to share technical expertise to achieve desired results on the ground. Working alongside the Cooperators to ensure federal laws/policies are understood and the scope of work for sub-contracts meets desired outcomes will be a critical role. USFS technical experts and contract administrators do not have delegated contractual authority on state contracts and will not work directly with state contractors. However, working directly with the state to answer questions, provide guidance when needed, and provide joint project oversight is an important role.
- **Grants and Agreements POC:**
  - a. Coordinates with the Regional Office Forest Management POC to review GNA policy to ensure consistent Regional interpretation.
  - b. Works with unit GNA POC and USFS technical experts, and partners in initiating, developing, executing, and administering GN agreements and modifications.
  - c. POC for initiating, developing, executing, and administering collection agreements.
- **Regional Natural Resource Staff POC:** The Regional Office Natural Resource staff will:
  - a. Coordinate with the WO, and the Regional Grants and Agreements POC to review GNA policy direction to ensure we provide consistent guidance to the field.
  - b. Provide support and guidance to the Forests on GNA projects with Timber Removal, (example: guidance on TIM, FACTS, FPFS, Appraisals, etc.)
  - c. Ensure communication materials and plans reflect the work we are doing with our Cooperators.

- d. Advocate for policy changes needed, as appropriate.
- **Regional Office Transportation Engineering POC:** The Regional Office Transportation staff will:
    - a. Coordinate with the WO, Regional Forest Management, and the Regional Grants and Agreements POC to review GNA policy direction to ensure we provide consistent guidance to the field.
    - b. Provide support and guidance to the qualified engineer on GNA projects with road reconstruction, maintenance and operation activities.
    - c. Ensure communication materials and plans reflect the work we are doing with our Cooperators.
    - d. Advocate for policy changes needed, as appropriate.

## PROJECT SELECTION AND DETERMINATION OF APPRAISED VALUE

Though the States retain all revenue there is still a need for an appraisal to ensure that require/essential/essential reforestation, slash disposal and road maintenance activities are funded, sale feasibility criteria are met and fair market value received. Determination of sale feasibility and the appraised value will follow existing Forest Service (FS) sale feasibility and appraisal methods or methods established by the State when acceptable to the responsible line officer. The Forest Service and State will work together so that the project is feasible and establish an appraised value that will be the lowest rate that the State may use to advertise the NFS timber for sale. That rate will be either the established regional minimum stumpage rate (as defined in FSH 2431.31b and 36 CFR 223.61) or the market rate (“fair market value”) as require/essential under 36 CFR 223.60, whichever is higher.

While States may retain receipts from the sale of NFS timber, such timber must be sold by states in accordance with subsection (a) of NFMA. (36 CFR 223.60 and 61). Specifically, under a good neighbor agreement, states must sell NFS timber for not less than the products’ appraised value.

- **Determining Sale Feasibility:** The FS must complete a crude filter sale feasibility analysis of each timber sale project alternative at Gate 1 and 2 (FSH 2409.18 Chapters 20 and 30) and use this information as part of Project Selection with the Cooperator. Identify as early in the planning process as possible, the portion of the project where GNA may be applied and its feasibility. Obtain information from the Cooperator on their costs to complete require/essential project work (NEPA, Sale Prep and Admin) and restoration work. The sale feasibility analysis will determine if the alternatives are feasible, generate a fair market value and which is the best alternative that achieves the desired objectives based on the cost and revenue data at that point in time. This information will be used to ascertain whether

GNA is feasible before handing it over to the Cooperator. The sale feasibility analysis should be updated and revised as the NEPA alternatives evolve and the input data are refined.

- **Sale / Project Economic Evaluation Tool:** The FS will use the Regional Office's Sale / Project Economic Evaluation Tool to determine sale feasibility and estimate the stumpage value of the project. This tool uses delivered prices for sawtimber and non-sawtimber, stump to mill costs and FS contractual costs (e.g., road reconstruction/maintenance, brush disposal, etc.) to determine feasibility and stumpage value. This tool provides a fairly reliable estimate of feasibility and value based on data that is readily available to field personnel. Sale / Project Economic Evaluation Tool
- **Establishing Final Advertised Price for GNA projects:** The FS and Cooperator should collaborate on the final advertised price for the GNA project. The FS and Cooperator should compare their estimates of costs and revenues for the project to ensure the project sells at initial offering. The final advertised price needs to meet the standards set forth by the FS and Cooperator to ensure the advertised price covers all costs needed by the FS or Cooperator to cover the work require/essential (e.g., require/essential/essential reforestation, brush disposal, workforce funding, etc.). If the advertised price is deemed too high to ensure selling the project at initial offering, the FS and Cooperator need to review all aspects of the project and modify the project to produce a successful offering.

#### ADVANCE PAYMENT

Advance payment for timber to the Forest Service is not require/essential under Good Neighbor. 36 CFR 223.34 requires that all sales contracts provide for payment or satisfactory payment guarantee in advance of cutting. Because Good Neighbor Agreements are not sales contracts, the Forest Service will accept documentation in the GN Agreement that the State stands behind the agreement with the full faith and credit of the State. With that guarantee, the State may follow its own timber sale payment requirements.

#### HARVEST AND PAYMENT REPORTING TO THE FOREST SERVICE

Product harvest reporting will be based on the timeframes established in Appendix D of the project agreement. The State handles all transactions between the State and its subcontractors and timber purchasers.

All accomplishment and payment reporting into Forest Service databases must be completed in the federal fiscal year that it occurred. It is recommended that accomplishment and payment reports are submitted monthly and no less than quarterly when State contract operations are in progress. Consistent and frequent reporting from the State to the Forest Service allows upward reporting requirements to be completed in a timely and efficient manner. Refer to the

Accomplishment Data Entry and Forest Product Financial Accounting sections of this guidance for additional information on types of information that needs to be collected.

## COLLECTION AGREEMENTS

When the State is providing funding to the Forest Service for required/essential reforestation, slash disposal and road maintenance through a collection agreement advanced payment to the Forest Service is required under Good Neighbor (FSH 1509.11 Chap. 40).

The Cooperative Work, Forest Service trust fund (CWFS) is used to collect deposits received from partners and cooperators for protecting and improving resources of the National Forest System; as authorized by cooperative agreements. The deposits are to be used for the activities identified in the cooperative agreement (required/essential reforestation, slash disposal, deferred road maintenance) and are subject to the terms and provisions of the agreement between the cooperator and the Forest Service. A forest overhead rate of 10% will be added to the project cost in the GNA agreement (Appendix B) to offset the additional expense of managing the GNA program on the forest (reference CWFS Calculation Worksheet). These funds are available for expenditure after deposit. Tracking of CWFS funds will be through the RACA site at ASC B&F. The link to the site is <https://usdagcc.sharepoint.com/sites/fs-cfo-bfp/RACA/SitePages/Home.aspx> Each collections agreement will correspond to the funding collected.

## TIMBER SALE ACTIVITY FUELS MITIGATION AND REQUIRED/ESSENTIAL REFORESTATION ACTIVITIES - COST CALCULATION

The financial plan (Appendix B) in the GN Agreement will capture the costs of the gross timber value, as well as the costs of required/essential reforestation, slash disposal and deferred road maintenance. These activities will be prioritized first before any other expenditures of revenue funds. It will be clear in the financial plan what the FS will collect back in CWFS funds to complete those required/essential activities and which activities/funds will be retained by the State as sale related work activities. Costs should incorporate input from the state and be developed in collaboration

GNA agreements should include information required for an collection agreement to pay for the cost of the seed and the cost of seedling production, storage, and transportation. The cost of the planting, planting administration, survival (staked tree) exam (if require/essential) and stocking surveys will be completed by the State under the GNA SPA activities. Timber Sale activity fuels mitigation cost calculations should follow the FSH 2409.19 Chap 40. Section 42 direction for development of fuels disposal plans. All activities are to be entered into FACTS. See the FACTS section for direction on entry. It is R6 Policy that all conifer seedlings be grown at a Forest Service nursery.

Essential / Required Reforestation cost calculations and narratives shall be included for sales that have essential /required reforestation. Cost can be calculated using this format as an example:

Artificial Reforestation Costs include: (on a weighted per acre basis)

a. Contract preparation, layout, pre-survey = \$15 (state )

b. Seed:

PP - 32.3 M seedlings/3.5 M/lb of seed x \$ 64/lb = \$591

DF - 7.5 M seedlings/20 M/lb of seed x \$179/lb = \$ 67

WL - 4.5 M seedlings/18 M/lb of seed x \$515/lb = \$129

\$ 787

Total per acre seed cost: \$787 / 140 ac = \$6 (FS)

c. Seedlings:

B1-0 - 4.5M x \$106/M = \$ 477

BT1-1 - 21.9M x \$220/M = \$4818

B2-0 - 17.9 x \$126/M = \$2255

\$ 7550

Total per acre seedling cost: \$7550 / 140 ac = \$54 (FS)

d. Site Preparation:

Underburning:

\$78/acre x 70%(K-V share) = \$55/acre

55 acres to be underburned x \$55/ac / 140 ac = \$22 (State)

e. Planting Contract:

10x10' - \$ 96/ac x 55ac = \$5280

12x12' - 105/ac x 18 = \$1890

14x14' - 75/ac x 67 = \$5025

\$12195

Total per acre planting cost: \$12195 / 140 ac = \$87 (State)

f. Gopher Control:

55 acres to be treated x \$20/treatment x 2 treatments = \$2200

Total per acre gopher control cost: \$2200 / 140 ac = \$16 (State)

g. Stocking Surveys:

Two surveys (1st and 3rd seasons) on all acres, \$6/survey = \$12 (State)

h. Staked Tree Survey (Unit 3, 100 staked trees):

100 trees x \$1/tree x 3 measurements = \$300 / 140 ac = \$2 (State)

i. Contract Administration (planting, gopher, surveys): = \$20 (State)

j. Training and equipment = \$2 (State)

k. Records, GIS, Reports = \$12 (State)

l. Tree Cooler Operation and Maintenance:

Based on District historic costs: = \$4 (State)

Subtotal:

\$252/ac

Inflation at 3% for 2 years:

15



Subtotal	\$267/ac
Forest collection rate (10%)	<u>\$27</u>
Total per acre Artificial Regen cost:	\$294/ac (State \$234 / FS \$60)

Under this example total collection agreement cost for artificial regeneration would be based upon \$60/ac to cover seed and seedling costs. The state will complete the remainder of the reforestation work under the agreement SPA as indicated in the financial plan (Appendix B).

Timing: The Collection Agreement amount should be based on the amount the FS needs to complete the work and should not include National or Regional Support Rates. The timing of the collection agreement will occur once enough revenue is generated to support state timber sale activities which includes enough funding to cover the state's commitments to the purchaser. Regional collection agreements are separate agreements with the state. The FS cannot collect funds unless those funds are available. Modifications to the GN Agreements may increase the collection amount as per agreed upon with collaboration of the state.

Collecting funds: Once the agreement is executed and Grants and Agreements requests the SHC, Reimbursable Advance Collection Agreements branch at ASC (ASC-RACA) will set the agreement up in the financial system. They will issue a bill for collection to the State. The State will pay the bill and the funds will be deposited into the CWFS account that was set up. ASC-RACA will email an FS-6500-208 to the Forest Service project contact, budget contact, and G&A contact listed in the NRM record. This form will contain the agreement #, the SHC, the amount available to spend, and the expiration date of the funds (10 years for Roads, 5 years for restoration activities mutually agreed to be completed by the FS). Spending may commence upon notification from ASC-RACA.

Spending funds: Once the agreement is executed, it may take from 10 days to 21 days before receiving the SHC from ASC-RACA. Funds may ONLY be expended for their collected purpose. Funds collected under the collection agreement will be deposited into a single SHC, i.e. Required/essential reforestation, slash disposal, and road maintenance collections under an agreement will be under the same SHC. If we collect funds under an agreement that crosses fiscal years, ASC-RACA will set up a SHC tied to the fiscal year in which funds are collected. i.e. \$5,000 CWFS0119, \$5,000 CWFS0120, etc. The collected funds under an agreement should be pooled and the oldest funds expended first. We recommend having the State hang on to the funds until the Forest Service can expend them timely. Funds may only be assigned to another agreement if the project is complete, a balance remains, and the State is willing to allow the Forest Service to use those funds for another purpose through a formal modification.

Tracking funds: The program manager, in concert with budget, is responsible for managing the funds associated with the SHC (shorthand code, jobcode, management code) for the agreement. ASC-RACA also plays a large role in the management of these funds. Funds will be tracked using various reports such as the TROB and the RACA funds control report. Unit budget officers/analysts will assist you with tracking your expenditures.

#### REMINDER GOOD NEIGHBOR WORK MUST REMAIN ON FOREST SERVICE MANAGED LANDS

The 2018 Farm Bill modified the language of the 2014 Farm Bill to add

“(c) Treatment of Revenue From Timber Sale Contracts.--Section 8206(b)(2) of the Agricultural Act of 2014 (16 U.S.C. 2113a(b)(2)) is amended by adding at the end the following:

“(C) Treatment of revenue.--

“(i) In general.--Funds received from the sale of timber by a Governor of a State under a good neighbor agreement shall be retained and used by the Governor--

“(I) to carry out authorized restoration services on Federal land under the good neighbor agreement; and

“(II) if there are funds remaining after carrying out subclause (I), to carry out authorized restoration services on Federal land within the State under other good neighbor agreements.”

#### ROAD RECONSTRUCTION, MAINTENANCE AND OPERATIONS

In relation to timber sale feasibility and the determination of appraised timber value, it is very important the qualified engineer assist the Forest POC in completing a crude filter sale feasibility analysis of each timber sale project alternative at Gate 1 and 2 (FSH 2409.18 Chapters 20 and 30). Identify as early in the planning process as possible, the portion of the project where GNA may be applied and its feasibility. Qualified engineer will provide costs related to road reconstruction and maintenance to be used in the sale feasibility tool.

**APPENDIX F - ROAD RECONSTRUCTION AND MAINTENANCE PLAN** of the agreement provides the details related to road reconstruction and maintenance requirements and defines the roles and responsibilities of both parties. The intent of Appendix F is to provide a means to communicate the desired outcome and necessary oversight for all work associated with all roads within a project.

Ensure positive communication by defining terms being used and come to a clear understanding between both parties of what the meaning implies. Refer to Appendix F for the common definitions that should be addressed.

Road planning and design documents may be developed by the Forest Service or by the Cooperator or its subcontractors. All design, operation, and maintenance criteria must meet FS road management objectives. Ensure that the requirements for construction, operation, and maintenance of roads for commercial timber sale use are consistent with harvesting procedures and with the Forest Land Management plan, and that they are likely to achieve resource management objectives. Plan for timber sale haul roads with the capacity to safely handle the scheduled traffic.

Design roads constructed on National Forest System lands to standards appropriate for the intended uses; consider safety, cost of transportation, and impacts on lands and resources. Design and construct roads as stable and durable structures to facilitate maintenance during and after use. Include necessary drainage facilities, adequate erosion control, gates or other closure devices, and resource protection devices.

A collaboration between the qualified engineer and the cooperator to clearly define the roles and responsibilities of both parties associated with the development of the plans, specifications, and cost estimates for road reconstruction and maintenance as well as the review and approval process should be documented in Appendix F and included as part of the agreement.

Road maintenance can be performed as part of the contract or deposits can be collected. The qualified engineer should determine the commensurate share in accordance with FSH 7709.59, Chapter 60, and Section 63. For deposits see the collection agreement section above.

Qualified Engineer and Cooperator should collaborate on the final road reconstruction and maintenance cost estimates to be included as in the final advertised price for the GNA project. Final cost estimate needs to be well documented. Purchasers may not be required to bear costs needed to meet design standards above that are required for the harvest and removal of timber on the sale and needed to be consistent with applicable environmental laws and regulations.

Overload Permits will be required for any structure that may limit loads. The qualified engineer should assist the Cooperator in identifying when an overload permit is required. The qualified engineer should act as a liaison between the Cooperator/vehicle owner and the Regional Bridge Engineer as needed.

- All Load Postings on bridges and other structures must be obeyed.
- All loads crossing Forest Service Bridges shall be compliant with the Federal Bridge Formula. Single axle loads shall not exceed 20,000 lbs and tandem axles loads shall not exceed 34,000 lbs. Loads not compliant shall apply for an overload permit with the Forest Service Regional Bridge Engineer. Additionally, all vehicles over 120,000 lbs total vehicle weight must automatically apply for an overload permit.
- An Overload Permit Application for each vehicle configuration must be completed and submitted by the vehicle owner to the Forest Service Regional Bridge Engineer for review and subsequent approval or denial. Final approval rests with the Forest Supervisor.
- The approved permit must be retained in the vehicle when using the structure.

A clear understanding of how the FS will monitor, inspect and review road reconstruction and maintenance activities should be documented in appendix F and included as part of the agreement. Along with ensuring the Cooperator understands the FS need to track the accomplishments for road reconstruction and maintenance. See the Accomplishment Data Entry section below for more detail. The qualified engineer will be need to fill out an ADV102 to assist with timber sale information tracking. See Timber Information Manager – TIM section below. The qualified engineer will be required to provide reconstruction component (prism/culverts, surface, and bridges) costs that need to be entered into the Forest Product Financial System. See the Forest Product Financial System section below.

## **APPENDIX G - ROAD RECONSTRUCTION AND MAINTENANCE REQUIREMENTS**

Checklist of the project agreement details the key elements the qualified engineer should ensure the final draft road reconstruction and maintenance design and contract documents include as appropriate for the project. As a minimum,

- All work performed by a Cooperator on National Forest System land must meet applicable Federal laws, regulations, and orders, including requirements of associated documents such as the National Environmental Policy Act decisions and Forest Plans.
- All road work must be consistent with approved road management objectives including current travel management decisions.

Acres harvested and other restoration work activities shall be tracked in the appropriate database of record. Good Neighbor accomplishments reported in Forest Service Activity Tracking System (FACTS) and Watershed Improvement Tracking (WIT) will be identified by “GNA” implementation project types.

## TIMBER INFORMATION MANAGER - TIM

Timber Information Manager will be used to report all sales of NFS timber using Good Neighbor Authority. GNA sales should be entered into TIM according to the financial plan in the executed Agreement, including any associated Specified Road work.

All Good Neighbor timber sales offered using State procurement procedures must be entered in TIM to track volume and value of all NFS timber sold and harvested. Under the Program Income (limited to RRS and Willamette NFs) model, GNA sale revenue, including value of Specified Roads, was considered in the calculation of payments to States. As with conventional timber sales, this value was included in FPFS reports via the values entered in TIM. With legislative changes to GNA in the 2018 Farm Bill, States now collect all revenues from GNA timber sales, therefore, none of these revenues will be included in the payment to States calculation under the Revenue model. However, road reconstruction segments and value must still be reported in TIM to meet Real Property reporting requirements.

At this time, there is no contract type that has been developed specifically for Good Neighbor Authority sales in TIM or FPFS, therefore, existing contract types need to be used. Use contract type 2400-4T for all GNA sales without road reconstruction. For GNA sales that include road reconstruction, the 2400-6T must be used. Stewardship contract types should not be used for GNA sales. The TIM generated contract is for documentation and reporting purposes only and is not executed by either party.

In order to properly attribute and track timber sale volume and value to Good Neighbor projects, the following steps must be included in addition to the standard procedures outlined in the TIM Timber Sale Contracts User Guide:

- Enter only the minimum data necessary to lock each gate.
- Gate 3, form Create Timber Sale (PREP101)
  - The Sale Name begins with “GNA – “
  - Select “Good Neighbor” for Sale Type/Authority.
- Gate 4, form Contract Initialization (ADVR101):
  - Select “Yes” for Pre-Measured Sale (“4T or 6T Contract). Select “No” for State contract that will be scaled (6 contract).
  - Select “No” for Appraised Value Over \$10,000 even if the sale value exceeds \$10,000.
  - Select “No” for Administrative Free Use.
  - Select “4T” for Contract Type, even if it is scaled.
  - Select “6/6T” for Contract Type if the sale has specified roads.
- Gate 4, form Prospectus, Bid, and Miscellaneous Information (ADVR115), the user must select “Direct (Settlement or Administrative Free Use)” for Method of Bid.
- Gate 5, form Bid/Report of Timber Sale Information (BID101), the bidder will be the State agency.

Details on how to perform data entry in Gates 3-5 are illustrated in the following TIM screen shots.

## INSTRUCTIONS TO FOLLOW FOR GATES 3, 4, AND 5

### GATE 3 - CREATE TIMBER SALE (PREP101) FORM

For GNA sales, please follow your naming conventions when entering a Sale Name. GNA shall be in the front of the sale name for easy identification. In the Sale Type/Authority field, select Good Neighbor from the dropdown options.

Action Field Edit Block Record Query Navigate goto Project goto Sale TSA Help Window

Back [Icons] Explore <No explorers defined> TTM

Status/Issue Funding Source

Create Timber Sale(PREP101) Version: 6.0 User: TAWURSCHMIDT@nrmlest Domain:fs.usda.gov

Status/Reason [Field] [Field]

Current Gate 3 Prepare

**Contract Sales**

\*Region [Field] [Field] \*Forest [Field] [Field] \*District [Field] [Field] \*Sale Number/Sale Name [Field]

\*State Abbreviation/Name/FIPS Code [Field] [Field] [Field]

\*Primary County Name/FIPS Code [Field] [Field]

\*Legal Description (short) [Field] (For Report of Timber Sale Only)

\*Legal Description (long) [Field] (For Contract, Report, Prospectus, etc)

\*Sale Type/Authority [Field] [Field]

Original Sale Number [Field]

Estimated Specified Road

Construction [Field] Km Miles Reconstruction [Field] Km Miles

\*Sale Contains Convertible [Field] Products

\*UOM [Field] [Field]

**Project Associations**

Search Projects	*Project Name	Project ID	PALS Project ID	PALS Document Name	*Farm Bill NEPA Project Area?	*Percentage Of Sale By Volume
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

**Sale Objectives**

*Sale Objective	*Percentage Of Sale By Volume
[Field]	[Field]
[Field]	[Field]

Valid Sale Type/Authority

Find %

Description

- Conventional
- Good Neighbor
- Stewardship (Contract or Agreement)

Find OK Cancel

### GATE 3 - CUTTING UNIT DESCRIPTION (PREP104) FORM

When entering cutting unit information, the **preferred method** to most accurately calculate volume is to utilize one payment unit for the entire sale. Cruises should not be loaded but the EZ volume tab should be selected and volumes loaded there by species. Multiple payment units can be used but it increases the possibility of rounding differences on a sale as a whole.

Region: 07 Forest: 40 District: 01 Sale Number/Name: 00055  
Test Region#7: R10 Test Forest R10 Tst Dist 01 TAW GNA 080415 #1  
Status/Reason: OnGoing Ongoing  
Current Gate: 3 Prepare UOM: CCF

**Cutting Units**

*Cutting Unit #	*Payment Unit #	*Cruise Area(Acres)	GIS Area(Acres)	*Mandatory In Contract	*Logging Method	*Harvest Method
1	1	50		Yes	Tractor	Commercial thinning
2	1	25		Yes	Tractor	Commercial thinning
3	1	40		Yes	Tractor	Commercial thinning
4	1	25		Yes	Tractor	Commercial thinning

**FACTS Activities**

Activity Code	Description	SUID	FACTS Cutting Unit	Planned Acres	Subunit Name

Return to Volume - Direct Entry (PREP103) Form



The screen capture below illustrates volume entry under multiple cutting units, however, entering the total sale volume under one cutting unit by species and product description is suggested for GNA contracts.

The screenshot shows the 'Volume - Direct Entry (PREP103)' web application. The top navigation bar includes 'Action', 'Field', 'Edit', 'Block', 'Record', 'Query', 'Navigate', 'goto Project', 'goto Sale', 'TSA', 'Help', and 'Window'. Below this is a toolbar with icons for file operations and a search bar. The main form area contains several input fields for sale details:

- Region:** 01
- Forest:** 10
- District:** 08
- Sale Number/Name:** 08803
- Current Gate:** 3
- Prepare:** Prepare
- UOM:** CCF

Below these fields are two tables:

**Cruise Table:**

*Cruise #	*Year	*Purpose of Cruise	*Contract Volume Type	*Volume Type	*Include In Sale	Remarks
1	2008	Timber Sale	Pre-award	+	YES	

**Cutting Units/Products Table:**

*Unit ID	In Mandatory Cutting Unit	*Product	Product Description
1	Yes	01	Sawtimber
2	Yes	01	Sawtimber
3	No	02	Pulpwood

Below the tables are radio buttons for 'EZ Volume' (selected), 'EZ Volume', and 'Detailed Volume'. A toggle switch is present: 'Toggle between EZ and Detailed permitted'. The bottom section shows a table for volume entry:

*Species	*Live/Dead	*Yield Component	*Quantity
PP	Live	Chargeable Live	300.00

At the bottom, there is a status bar with 'Volume Quantity in Unit of Measure for the sale (value between 0 - 99,999.99)', 'Record: 1/1', and '<OSC>'.

Figure 5-4: Volume – Direct Entry (PREP103)

By default, the **EZ Volume** fields are displayed. The **Detailed Volume** fields can be displayed if the **Detailed Volume** button is clicked. This block has a horizontal scroll bar. All the fields are displayed in *Figures 5-7 through 5-9*.

Other Gate 3 activities follow the same procedure as normal sales.

## GATE 4 - CONTRACT INITIALIZATION UNIT DESCRIPTION (ADVR101) FORM

Contract Initialization(ADVR101) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain:fs.usda.gov

Region 07	Forest 40	District 01	Sale Number/Name 00055
Test Region#7	R10 Test Forest	R10 Tst Dist 01	TAW GNA 080415 #1
Status/Reason OnGoing	Ongoing		
Current Gate 4	Advertise	UOM CCF	Contract Type/Number

**Contract Initialization**

Entry of this information is mandatory prior to any other Gate 4 processing.

Information on this form is used to initialize a contract for this sale and is the only place where these characteristics are determined. These initialization items, as well as previous gate items such as sale volume are the basis for subsequent processing for this sale.

Contract type will only display those applicable based on the sale characteristics. Date defaults to the latest and is not updateable. User may select a more complex, but valid contract type.

*Escalation	No	Total Gate 3 CCF quantity	1,600.00
*Maximum Contract Period (years)	1	Contract Version Date	
*Is this a Pre Measured Sale? (not scaled)	No	Standard Provision Date	
*Specified Roads Present	No		
*Appraised Value Over \$10,000	No		
Good Neighbor Authority	YES		
Stewardship	NO		
*Procurement	No		
*Administrative Free Use	No		
*Is this a CFLRP project?			
CFLRP Project Code/Description			
*Contract Type	4T		

☐ Print 2400-4ANF

Update Contract Version      Deselect Contract Type

In order to choose and use the 2400-4T contract type, you may have to select values that do not reflect the actual contract (to “trick the system” into allowing this contract to be used for GNA). For example, even if the Sale’s Appraised Value > \$10,000 you will need to enter “No” on this form to move forward. Enter the following in order to make this contract type work for GNA sales:

Escalation = No

Maximum Contract Period (years) = 1

Is this a Pre-Measured Sale? (not scaled) = Yes

Specified Roads Present = No,

Appraised Value Over \$10,000 = No

Procurement = No

Administrative Free Use = No

Contract Type = 4T. See above and below descriptions.

CFLRP field has no restriction.

Contract type will only display those applicable based on the sale characteristics. Date defaults to the latest and is not updateable. User may select a more complex but valid contract type.

*Escalation	No	
*Maximum Contract Period (years)	1	
*Is this a Pre Measured Sale? (not scaled)	Yes	
*Specified Roads Present	No	
*Appraised Value Over \$10,000	No	
Good Neighbor Authority	YES	
Stewardship	NO	
*Procurement	No	
*Administrative Free Use	No	
*Is this a CFLRP project?	No	
CFLRP Project Code/Description		
*Contract Type	4T	

Total Gate 3 CCF quantity: 1,600.00

Contract Version Date: 04/01/2012

Standard Provision Date: 04/01/2012

☐ Print 2400-4ANF

If Road reconstruction exists, enter:

Escalation = No

Maximum Contract Period (years) = 1

Is this a Pre Measured Sale? (not scaled) = Yes or No, depending on contract type. Is the State going to sale the contract as scale or tree measurement?

Specified Roads Present = Yes for reconstructed specified road.

Appraised Value Over \$10,000 = No

Procurement = No

Administrative Free Use = No

Contract Type = 6Tor 6

CLFRP has no restrictions.

**Contract Initialization**

Entry of this information is mandatory prior to any other Gate 4 processing.

Information on this form is used to initialize a contract for this sale and is the only as previous gate items such as sale volume are the basis for subsequent proces

Contract type will only display those applicable based on the sale characteristics. but valid contract type.

*Escalation	No
*Maximum Contract Period (years)	1
*Is this a Pre Measured Sale? (not scaled)	Yes
*Specified Roads Present	Yes
*Appraised Value Over \$10,000	No
Good Neighbor Authority	YES
Stewardship	NO
*Procurement	No
*Administrative Free Use	No
*Is this a CFLRP project?	No
CFLRP Project Code/Description	
*Contract Type	3T

For GNA sales with roads, the minimum to enter in Gate 4 would be Engineering-Identify Specified Facilities, Display/Enter Appraisal Results, Select Provisions (to enter manual entries for mandatory provisions), Contract Preparation Information, and Prospectus, Bid and Miscellaneous Information, Gate 4 Dates and Certification. Other information as it applies to the contract may also need to be entered.

Region	Forest	District	Sale Number/Name
06	01	01	01010
Pacific N-West	Deschutes	Bend/Ft Rock	TAW gna 2400-6T
Status/Reason	OnGoing		
	Contract Type/Number 6T		

List of Available Sale Forms

Gate	Function Name	Available For Update	Data Present	Completed/ Locked
3	Pre-appraisal Percentage Volume Adjustments	No	No	Yes
3	Gate 3 Dates and Certification	No	Yes	Yes
4	Contract Initialization	Yes	Yes	No
4	Engineering - Identify Specified Facilities	Yes	No	No
4	Road Maintenance Plan	Yes	No	No
4	Reconstruction Deposits & Cost Share Road Credits	Yes	No	No
4	Sale Area Improvement Plan	Yes	No	No
4	Salvage Sale Fund Plan	Yes	No	No
4	Brush Disposal Plan	Yes	No	No
4	Display/Enter Appraisal Results	Yes	No	No
4	Select Provisions	Yes	No	No

Enter	Query	View Access	Cancel
-------	-------	-------------	--------

The qualified engineer should provide the Spec Facilities and Spec Segment information necessary to complete the ADVR102 section.

- Purchasers Estimated Cost: from the final cost estimate provided by the Cooperator
- Public Works Costs: enter the same \$ amount as the Purchaser Estimated Cost if the Purchaser Estimated Cost is over \$50,000 if it is under \$50,000 then you don't need a Public Works Cost. If Purchaser Estimated Cost is over \$50,000 you have to put in a Road Completion Date at the very end of the Spec Segment. The example below shows what to fill out when over \$50,000.
- Name and Date of Governing Road Specifications: select FP-14 (even if state specifications are used).

Oracle Fusion Middleware Forms Services - Internet Explorer

Action Field Edit Block Record Query Navigate goto Project goto Sale Financial Transactions Help Window

Back [Icons] Explore <No explorers defined>

Status/Issue Funding Source

Identify Facilities(ADVR102) Version: 6.0 User: DHAUPT@iwebdb Domain.fs.usda.gov

Region 01 Forest 04 District 08 Sale Number/Name 19804  
Northern Idaho Panhandle Priest Lake GNA Hanna Flats Re-offer

Status/Reason OnGoing Ongoing UOM MBF

Current Gate 4 Advertise Road Facilities are shared between ADVR102 and ADVR105. Road construction and reconstruction may or may not apply to the roads that appear in this list. Contract Type/Number 6T 660154

**Spec Facilities**

*Facility Type	*Facility Id	*Name
Road	313	HANNA
Road	2519	GRAVEL PIT
Road	313A	HANNA FLAT A
Road	313B	HANNA FLAT B

**Contributed Funds** (by Sale)

Description	Quantity	Value

**Spec Segments**

☐ Kilometer  
☒ Mile

*Termini From	*Termini To	*Length	*Work Class	Traffic Service Level	Maintenance Level	De
0	3.5	5.5 ReConstruction		D - SLOW FLOW OR MAY BE BLOCK	2 - HIGH CLEARANCE VEHICLES	Single Lane - 20

**Purchaser Cost** (by Segment)

Purchaser Estimated Cost	Public Works Cost
\$71318.00	\$71318.00

(Do not enter Public Works Cost if segment has Supplemental funds)

**Supplemental Funds** (by Segment)

Description	Quantity	Value

**Forest Service Engineering Completion Dates** (by Segment)

Type of Work	Completion Date

**Road Turnback Option**

Method FS will use to build road if turned back Contract (Public Works)

Delay in days to obtain bid on Public Works Contract 90

**Governing Road Specifications**

\*Name and Date  
FP-14 Federal Highway Administration Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects, as

The End measure point that defines this segment.

Record: 1/1

**Spec Segments**

☐ Kilometer  
☒ Mile

*Termini From	*Sheet Number	*Approval Date	*Survey Responsibility	*Design Responsibility	*Staking Responsibility	Completion Date
24.7	1-28	07/01/2020	Forest Service	Forest Service	Purchaser - Before Clearing	10/31/2022

Do not enter data in any of these forms because collections are not allowed in GNA sales:

4	Road Maintenance Plan	Yes	No	No
4	Sale Area Improvement Plan	Yes	No	No
4	Salvage Sale Fund Plan	Yes	No	No
4	Brush Disposal Plan	Yes	No	No

## GATE 4 - DISPLAY/ENTER APPRAISAL RESULTS (ADVR109) FORM

GNA sales are to return no revenue to the Forest Service. Indicated Advertised Rate and Advertised Rate on the ADVR109 form shall be entered as \$0.00 and the Base Rate shall be entered as \$0.00.

[illegible]

## GATE 4 - SELECT PROVISIONS (ADVR110) FORM

Use of the 2400-4T or 2400-6T requires mandatory provision manual fill-ins to be completed. Follow traditional procedures on your Forest for this form.

Select Provisions(ADVR110) Version: 6.0 User: TAWURSCHMIDT@nmtest Domain:fs.usda.gov

Region: 07 Forest: 40 District: 01 Sale Number/Name: 00055  
Test Region#7: R10 Test Forest R10 Test Dist 01 TAW GNA 080415 #1  
Status/Reason: OnGoing Ongoing  
Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 4T

Select/Complete Contract Provisions → ☒ Mandatory ☐ Optional Press a button to select type of provision to complete. Mandatory provisions are pre-selected.

**Provisions**

Origin	Provision Number	Name	Date	Has Fillin(s)
WO	01#	PRODUCT DESIGNATION	07/01/1998	YES
WO	04	PROD Editor	11/01/1999	NO
WO	05	USE N/A	07/01/1998	NO

View Instructions View Supplemental Instructions

**Provision Segments**

Num	Segment	Type	Fillin Type	Source Type	Prompt
1	Text				
2	Fillin	Single	Manual		Describe how timber is designated

View Segment Text View Derived Fillin View Table Header Enter/Modify Manual Fillin

OK Cancel Search

## GATE 4 - CONTRACT PREPARATION AND INFORMATION (ADVR114) FORM

The required entries for this form are based on the contract type selected:

- At a minimum for a 2400-4T, enter Gross Sale Area and Maximum Stump Height.
- At a minimum for the 2400-6(T), enter Gross Sale Area, Maximum Stump Height, Timber Designation Acres, and Producer Price Index Information (N/A should be selected).

Page 1: Gross Sale Area must be entered for all GNA sales.

Contract Preparation Information(ADVR114) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain:fs.usda.gov

Region: 07 Forest: 40 District: 01 Sale Number/Name: 00055  
 Test Region#7: R10 Test Forest R10 Tst Dist 01 TAW GNA 080415 #1  
 Status/Reason: OnGoing Ongoing  
 Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 4T

Page 1 Page 2 Page 3 Page 4

**Contract Sales**

\*Sale Name (revisable): TAW GNA 080415 #1  
 \*Legal Description (2400-17): short  
 \*Legal Description (long): long  
 \*Gross Sale Area: 1000  
 Normal Operating Season Dates:  
 Period 1 Begin: End:  
 Period 2 Begin: End:

**PTSAR Credit**

Cutting Unit #	Payment Unit #	Cruise Area(Acres)	Mandatory In Contract	*PTSAR Credit
1	1	50	Yes Original	
2	1	25	Yes Original	
3	1	40	Yes Original	

Activity Code: Description: SUD: FACTS Cutting Unit:

**Utilization Standards**

Full Name for Contract	Product	Quantity	Minimum Specifications				
			Tree		Piece		
			DBH	No. of Pieces	Length	DIB	Net Scale in % of Gross Scale
Lodgepole Pine	Sawtimber	500.00	9.0	1.0	12.0	6.0	40.00
Ponderosa Pine	Sawtimber	1100.00	9.0	1.0	12.0	6.0	40.00



Page 2: For 2400-6T contracts only, **Timber Designation Acres** must be entered.

Contract Preparation Information(ADVR114) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain:fs.usda.gov

Region: 06 Forest: 01 District: 01 Sale Number/Name: 00125  
Pacific N-West Deschutes Bend/Ft Rock TAW GNA testing

Status/Reason: OnGoing Ongoing  
Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 6T

Page 1 Page 2 Page 3 Page 4

**Timber Designations**

	Number	Acres	Number	Acres
Clearcutting Units				
Specified Road Clearing				
Overstory Removal Units				
Understory Removal Units				
Individual Trees		200		
Incompletely-Measured Payment Units				
Incompletely Marked Timber				

**Scheduled Rate Redetermination**

Date:   
Minimum Removal Quantity:   
Payment Unit Id: 1 Redetermination Rate: N

**Procurement Contract**

Number:   
Task Order:

**2400-2 Other Conditions**

Condition Text:

**2400-4 Remarks**

Remarks:

Page 3: Maximum Stump Height **must** be entered for both contract types.

Contract Preparation Information(ADVR114) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain:fs.usda.gov

Region: 06 Forest: 01 District: 01 Sale Number/Name: 00125  
Pacific N-West Deschutes Bend/Ft Rock TAW GNA testing

Status/Reason: OnGoing Ongoing  
Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 6T

Page 1 Page 2 Page 3 Page 4

**Stump Height**

Full Name for Contract	Product	Max. Stump Height inch.

2400-3 Maximum Stump Height:

Full Name for Contract	Product	Max. Stump Height inch.
All		12

Additional Stump Requirements:

**Scaling Instructions and Specifications**

Name and Date Governing Instructions:

Full Name for Contract	Product	Maximum Scaling Length	Diameter Range	Trim Allowance Length Range	Inches

Page 4: For 2400-6/6T contracts only, Producer Price Index Information must be set to **N/A**.

Contract Preparation Information(ADVR114) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain.fs.usda.gov

Region 06	Forest 01	District 01	Sale Number/Name 66112
Pacific N-West	Deschutes	Bend/Ft Rock	TAW GNA 6T .01 rate w/roads no asschg
Status/Reason OnGoing	Ongoing		
Current Gate 4	Advertise	UOM CCF	Contract Type/Number 6T 076250

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### Scaling Services

Full Name for Contract	Product	Site and Geographic Location	Method	Cost/Unit

### Minimum Scaling Volumes

Minimum Volume for Continuous Scaling Services in 2-Week Period		(CCF per scaler)
Minimum Volume for Intermittent Scaling Services		(CCF per scaler) on a Basis

### Miscellaneous Information

Fire Precautionary Period From	04/01	To	10/31
Initial Fire Suppression Miles	5	Fire Suppression Reinforcement Miles	100
Purchaser Fire Suppression Liability	300000		

### Producer Price Index Information

Index	N/A	Index Name	Not Applicable
-------	-----	------------	----------------

Print Draft Sample Contract

## GATE 4 - PROSPECTUS, BID AND MISCELLANEOUS INFORMATION (ADVR115) FORM

**Page 1:** The Bid Guarantee Amount is automatically calculated and entered by TIM upon form entry. If it populates as something other than **\$0.00**, it must be manually changed after selecting Method of Bid and Bid Form Type.

The screenshot displays the 'Prospectus, Bid and Miscellaneous Information (ADVR115)' form. The title bar indicates the version is 6.0 and the user is TAWURSCHMIDT@nrmtest. The form is divided into several sections:

- Header Section:** Includes fields for Region (06), Forest (01), District (01), and Sale Number/Name (66112). Below these are fields for Pacific N-West, Deschutes, Bend/Ft Rock, and TAW GNA 6T .01 rate w/roads no asschg.
- Status/Reason:** OnGoing, Ongoing.
- Current Gate:** 4, Advertise, UOM CCF.
- Contract Type/Number:** 6T, 076250.

The form is divided into four pages. The first page is active, showing the following sections:

- \*Method of Bid:** A dropdown menu is set to 'Direct (Settlement or Administrative Free Use)'. A red box highlights this dropdown and the 'Zone' field below it.
- Bid Form Type:** Total Value Bid, Appraised Value \$80.00, Optional Appraised Value.
- General Prospectus/Bid Information:** Includes fields for Prospective Bidder Letter Date, Bid Guarantee Amount (0.00), Place of Bid Opening, Date and Time (06/03/2019 12:00 AM), Bid Package May Be Obtained At, Days To Execute Contract (30), and \*Contract Termination Date (06/03/2020).
- Officer Receiving Bids:** Includes fields for Title of Officer (Forest Supervisor), Place (Deschutes National Forest Supervisor's Office), Address (63095 Deschutes Market Road), City (Bend), State (OR), and Zip Code (97701).
- Primary Newspaper Information:** Includes fields for Name, City, State, and Date Published.

For Method of Bid, select **Direct (Settlement or Administrative Free Use)** for all GNA sales.

*Selecting this method will eliminate many required entries in the form. If you do not select this method of bid, you will have to enter Prospective Bidder Dates, information on Advertising, and other information throughout the form.*

For Bid Form Type, any type can be selected.

For Bid Guarantee Amount, the amount can now be manually changed to \$0 (zero) if TIM did not already automatically calculate and fill in \$0.

For Contract Termination Date, on a 2400-4 contract **enter a termination date that is within one year of the Bid Date.** The termination date can be updated in FPFS.

Prospectus, Bid and Miscellaneous Information(ADVR115) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain.fs.usda.gov

Region 07 Test Region#7	Forest 40 R10 Test Forest	District 01 R10 Tst Dist 01	Sale Number/Name 00055 TAW GNA 080415 #1
-------------------------------	---------------------------------	-----------------------------------	--

Status/Reason: OnGoing Ongoing  
Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 4T

Page 1 Page 2 Page 3 Page 4

\*Method of Bid: Direct (Settlement or Administrative Free Use) \*Bid Form Type: Short Bid Appraised Value: \$32,500.00  
Zone: Optional Appraised Value:

General Prospectus/Bid Information

Prospective Bidder Letter Date: Bid Guarantee Amount: 0  
Place of Bid Opening: Date and Time: (for Bid Opening)  
Bid Package May Be Obtained At: Days To Execute Contract: 30 \*Contract Termination Date:

Officer Receiving Bids

Title of Officer: Contracting Officer  
Place: Ketchikan  
Address: Federal Building  
City: Ketchikan State: AK Zip Code: 99901-6591

Primary Newspaper Information

Omit Primary Newspaper Information when informal sale advertisement is used. Name: City: State: Date Published:

**Page 2:** No entries are required if sale is identified as Direct (Settlement or Administrative Free Use).

**Page 3:** Make sure Performance Bond Amount is \$0 (zero).

Prospectus, Bid and Miscellaneous Information(ADVR115) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain.fs.usda.gov

Region 06 Pacific N-West	Forest 01 Deschutes	District 01 Bend/Ft Rock	Sale Number/Name 66112 TAW GNA 6T .01 rate w/roads no asschg
--------------------------------	---------------------------	--------------------------------	--

Status/Reason: OnGoing Ongoing  
Current Gate: 4 Advertise UOM: CCF Contract Type/Number: 6T

Page 1 Page 2 Page 3 Page 4

Payments

Performance Bond ?  
☐ Not Applicable  
☒ Min Perf. Bond  
☐ Max Perf. Bond  
☐ Fixed Perf. Bond

Performance Bond Amount: 0  
 Services Performance Guarantee:  
 Advertisement Additions:  
 Prospective Bidder Letter Remarks:

Performance Bond For Felled Timber: No Prospective Bidder Letter Signer & Title:

Prospectus - General Narrative Selection

Gate 4 can be locked when all information is entered.

## GATE 5 - BID/REPORT OF TIMBER SALE INFORMATION (BID101) FORM

After entering Bidder information, either Save the form or use the Rank Bidders & Clear Apparent High Bidder button to auto-populate the Species, Product, Unit of Measure (SPU) values. Bid Rates cannot be modified for GNA sales. In order to put the State (Agency) on the bidder list, the user must add them to NRM contacts as described in Chapter 7.3 of the TIM Timber Sale Contracts User Guide.

Bid/Report of Timber Sale Information(BID101) Version: 6.0 User: TAWURSCHMIDT@nrmtest Domain:fs.usda.gov

Region: 06 Forest: 01 District: 01 Sale Number/Name: 07511  
Pacific N-West Deschutes Bend/Ft Rock TAW GNA test2-2  
Status/Reason: OnGoing Ongoing  
Current Gate: 5 Bid UOM: CCF Contract Type/Number: 6T

Enter Timber Bids Enter Optional Units and Work Item Bids Confirm and 2400-17  
Bid Opening Date: 06/14/2019

**Bidder Information**

*Resp	Search Bidders	*TIN	Bidder Name	Size	Manuf Class	SBA Cert	Mailing Address	Financial Address	*Bid Guarantee Amount	*Type	Rank	Apparent High Bidder
Yes	All	936002375	FORESTRY, OREGON DENA		NON-MAINO		2600 ST.	2600 STATE	\$0.00			

Rank Bidders & Clear Apparent High Bidder Add/Maintain Bidder Total Number of Bidders:

**Unit Rate Bids**

Include?	Species	Product	UOM	Mandatory?	Rate
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Total Bid Value for Sale:   
Total Value Bid for Optional SPUs:   
Weighted Average Bid:

**Fixed Rate (display only)**

Include?	Species	Product	UOM	Mandatory?	Rate
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**Stewardship Sale** Total Bid for Service: \$0.00  
**Procurement Contract** Number:   
Task Order:

## GATE 5 - JOB CODES (BID106\_FPFS) FORM

Stumpage Distribution Accounts for Sale should identify National Forest Fund account distribution at 100%. No other distribution accounts or associated charges should be identified.

The screenshot displays the 'Job Codes(BID106\_FPFS)' form. The top section contains fields for Region (06), Forest (01), District (01), and Sale Number/Name (66112). Below these are fields for Pacific N-West, Deschutes, Bend/Ft Rock, and TAW GNA 6T .01 rate w/roads no asschg. The Status/Reason is set to OnGoing, and the Current Gate is 5. The UOM is CCF, and the Contract Type/Number is 6T 076300.

The 'Stumpage Distribution Accounts For Sale' section is active, showing a table with the following data:

*Proclaimed Unit	Description	*Percentage of Sale by Volume
0421	Deschutes	100

The 'Stumpage Distribution Accounts For Sale' section also includes a table with the following data:

Unit	Job Code	Org	Fund ID	Fund Code	Acct Name	Plan Date	Collection Limit	Acct. Distribution
0421	D1421F	0601	02	5008	NAT FOREST FUND			100

The 'Funded Amounts' section on the right shows KV and SSF values, both set to \$0.

TIM sends "Good Neighbor Authority" sale designation in Gate 5 file transfer to FPFS.

## FOREST SERVICE ACTIVITY TRACKING SYSTEM - FACTS

Data entry for Good Neighbor activities follows the business rules for the accomplishment being reported. Additional requirements are described here in order to attribute the accomplishment of work to the Good Neighbor Authority. The forest point of contact (data recipient) and the process and timing for the transfer of data should be clearly defined in the project agreement. Accomplishment data should be transferred no less than quarterly throughout the year with Forest Service's year-end reporting deadlines being met.

Spatial data is required for all activities and must be consistent with the requirements of the accomplishments reported. For example, all silvicultural and hazardous fuels accomplishments are required to provide spatial data as described in NRM supporting documents.

Project Area may be created for Good Neighbor projects. A Project Area is not an activity, it is the boundary of a polygon in which activities associated with the Good Neighbor agreement occur. Creation of Project Area is recommended when it bounds a discrete set of activities but is not necessary for broad extents such as ranger districts or entire national forests. Project Areas may be used for both stand-alone agreements and Supplemental Project Agreements. A Project Area and its tabular data are posted in the Project Area Feature Class in FACTS Spatial for use in geospatial interface (GI) products and general GIS analysis. Instructions for creating a Project Area are found in the FACTS Spatial Editor User Guide.

All activities accomplished using Good Neighbor Authority will be identified using Program Type = GDNBR. The Implementation Project (name) will be the title of the agreement and the Implementation Project Number will be the agreement number. Activities are allowed multiple Implementation Projects if needed.

Create	Delete	Previous 1-20 of 38 Next 18		
Select	Implementation Project	Project Number	Project Type	Active
<input checked="" type="radio"/>	GOOD NEIGHBOR SUPPLEMENTAL PROJECT AGREEMENT FOR FOREST RESTORATION SERVICES AUTHORIZED A	16-GN-11000000-007	GDNBR	<input checked="" type="checkbox"/>

Fund Code reporting for Good Neighbor activities should reflect the funds used to prepare and/or accomplish the activity. Potential fund sources include appropriated funds, partnership funds, and Revenue. A list of partnership fund codes "FY 2017 Partnership Fund Codes" is found on the [FACTS Program Area Business Documents website](#) Located under the heading gPAS reporting Documents.



**Work Agent should be CA (Cooperating Agency).**

Cooperating Agencies select the Agency Name for the partner managing or performing the work. If the State Agency is not listed, it will need to be added by your FACTS Data Manager.

Activity subunits may not include a combination of NFS and non-NFS lands; NFS ownership must be discrete.

A **GNA template spreadsheet** will be used to calculate costs for reforestation, fuel treatment, and road maintenance work that the Forest Service and state mutually agrees upon is available on Box. The forest will pull activities from FACTS that are entered with the fund code CWFS and sale number using the Actv160 query. Use the query to copy exported FACTS data and put it into the CWFS spreadsheet. This data will be utilized to develop total costs to collect in a separate collection agreement. You can ask the Regional FACTS Database Coordinator or your Forest FACTS lead to help set up the Actv160 query.

USDA Forest Service		<i>Re GNA CWFS Cost Sheet</i>	
<b>Good Neighbor Authority Reforestation/Brush Disposal/Road Maintenance Collection Calculation</b>	<b>National Forest</b>	<b>District Name Ranger District</b>	<b>Date 5/1/2020</b>
<b>Sale Name:</b>			
<b>GNA BuckHorn</b>			
Sale Number			
XXXXXX			
<b>Row Labels</b>	<b>Total Units</b>	<b>TOTAL COST</b>	
Burning of Piled Material	24.9	2190.64	
Certification-Planted	74.9	2082.08	
Pretreatment Exam for Reforestation	74.9	1885.81	
Underburn - Low Intensity (Majority of Unit)	1063.6	36366.19	
<b>Total Cost of Reforestation and Burning.</b>	<b>1313.2</b>	<b>54354.75</b>	
Road Maintenance Rate/ton or per ccf	15108	\$0.00	
<b>Grand Total Cost with Road Maintenance.</b>		\$0.00	
<b>Remarks:</b>			
Base Rate Year	2020		
Forest Overhead Collection Rate:	10.00%		
Inflation Rate:	2.00%		
Rate Remarks:	0%		
Prepared By:	Title	Date	
Reviewed By:	Title	Date	
Reviewed By:	Title	Date	

## FOREST PRODUCT FINANCIAL SYSTEM

All GN agreements with product removal will be input into TIM according to section 83.1. TIM directly interfaces with the Forest Products Financial System (FPFS) in Gates 5 & 6, transferring the sale data necessary to report cut volume.

All post “award” activities the species base and bid rate should only show \$.00 rates at the time of award and the initial FPFS contract record is reported. The (release, cut and accept) dates on tree

measurement and (removed and scaled) dates on scaled sales will be required to be reported in FPFS based on authorized source documents. Both parties are responsible for identifying procedures to gather volume changes and harvest data.

It will be required to report the Specified Road (prism/culverts, surface, bridges) component costs into FPFS for reconstruction of roads. This information is based on the monthly road work that HAS been accomplished. This information will need to be provided to the FPFS Resource Specialist. The road component costs reported in FPFS are used to assist the WO in assigning a value to Forest Service roads.

Further instructions on FPFS management is provided in the FPFS Desk Guide.

#### Forest Products Financial System (FPFS) Desk Guide

##### 3.7.2 Road Construction Accomplishment

The Add Accomplishment button is used to establish or adjust specified road work accomplishment. The top of the Enter Accomplishment screen displays the current specified road cost, accomplished to date, and balance to accomplish. As data is entered in the table, the subtotals for construction and reconstruction will populate as well as the transaction total. Once the Specified Road Cost matches the Road Construction Accomplishments reported, the Roads Accomplished Date on the Contract Record will populate with the most recent accomplishment date entry. Entry of a message is optional and will apply to the entered amounts. If tracking by road, create a separate transaction for each unique memo. Message(s) are included on the Statement with the break-out of the accomplishment.

User Input: Road Construction Accomplishment

Field	Action
<b>Date</b>	Enter date in MM/DD/YYYY format.
<b>Prism/Culvert</b>	Enter dollar amount of Construction and/or Reconstruction.
<b>Surface</b>	Enter dollar amount of Construction and/or Reconstruction.
<b>Bridge</b>	Enter dollar amount of Construction and/or Reconstruction.
<b>Message</b>	Optional, up to 30 characters, will print on Statement at Status of Timber Sale Roads.

**Enter Accomplishment**

- Specified Road Costs: \$407,939.29
- Accomplished to Date: \$69,246.37
- Balance to Accomplish: \$338,692.92

**Date**  
mm/dd/yyyy

	Construction	Reconstruction
Prism/Culvert	0.00	0.00
Surface	0.00	0.00
Bridge	0.00	0.00

Subtotal: 0.00      0.00

Transaction Total: 0.00

**Message**

Reset Form   Save

In order to receive attainment target credit for additional volume resulting from temporary roads, landings, skid trails and skyline corridors for scaled or tree measurement sales, the State must provide additional/ optional volume information to the Forest Service. The state must provide additional volume data no less than quarterly to the forest service point of contact and year end reporting deadlines must be met. Throughout the fiscal year the forest timber staff will then enter the additional volume into the CDW data entry in TIM program using the AddVol feature.























The link below will direct you to TIM quick guides that will instruct you on how to enter the data into TIM. <http://fsweb.nrm.fs.fed.us/support/docs/tim/quickguides/cdwdataentryforms.doc>

#### FOREST SERVICE-STATE CORRESPONDENCE BOX (PINYON PUBLIC)

In an effort to increase organization of files associated with GNA agreements, the region has established a file structure for the Good Neighbor Agreements. The following file structure is in place for every national forest in Region 6.

This file structure will be used by the state (ODF & WADNR) to manage files for agreements. This includes information regarding product removal contracts (monthly scale reports, road closure information, IDT NEPA compliance reviews of state contracts, contract and maps, Silvicultural prescriptions along with any other documentation). Below is a list of the files and the documents that should be filed in the folders.

Each National Forest has a file structure like the one seen below in Public Pinyon, an external Box established for collaboration between the States and the FS.

- ▼  18 - Willamette NF
  - >  GNA Out-year Planning
  - >  GoodNeighborAuthority\_Resources
  - >  Project & Financial Tracking
  - >  Revenue Workgroup
  - >  Services SPA
- ▼  Timber SPA
  - ▼  19GN11061800003ODFForestRestorationSPA\_Executed
    - >  Agreements
    - >  Notes
    - >  Project Performance Report
    - >  Request for Payment SF-270
  - ▼  Timber Sales
    - ▼  GNA XYZ Sale
      - >  Collection Agreement documentation
      - >  Engineering
      - >  NEPA Review
      - >  Product Removal Contracts and Maps
      - >  Rx
      - >  Sale Correspondance
      - >  Scale Reports
      - >  Service Contracts for non sale related activities

Each Folder will be described below along with recommended files to be used in conjunction with Forest Product removal GNA agreements.

The following folders are on the first level of the file hierarchy immediately below the forest folder. (i.e. Willamette NF below):

#### 18 - Willamette NF

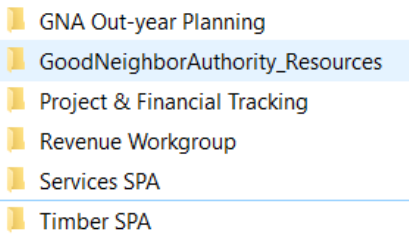
Files below are intended for use to store information at the Forest level. Files will include outyear planning of state GNA activities to provide the state information of outyear FY implementation and planning projects.

Good Neighbor Authority Resources includes one page fliers co developed for use to report out project success stories.

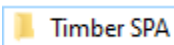
Forest wide project and financial tracking spreadsheets for forest wide project monitoring.

Revenue committees can be formed to make decisions regarding revenue.

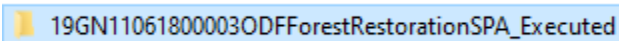
The Services SPA folder is for optional use for documentation



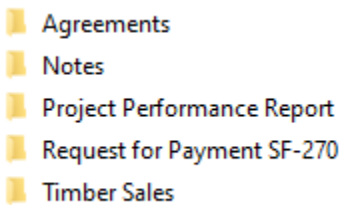
Timber SPA is the main folder for the Forest Product Removal SPA (or SPAs). Underneath this folder is the folder hierarchy that will provide an organization structure for filing information regarding specific to state timber sales.



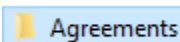
The specific number of the agreement is used in the naming convention of the folder.



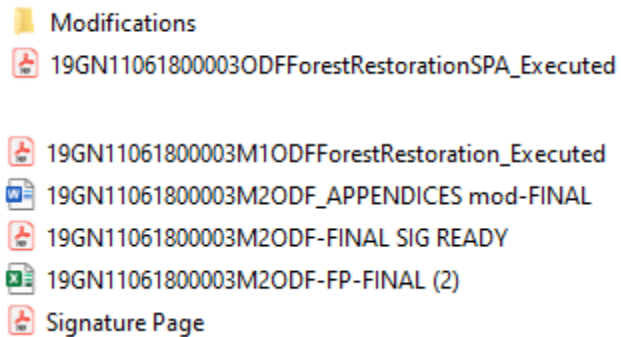
Within the SPA folder are the following sub folders,



The first folder is the agreements folder. This is where the original SPA is located along with modifications.











All documents along with modifications are displayed below.



Each Timber sale that is identified under the SPA will use the naming convention discussed in Gate 3 – Create Timber Sale section. An example is displayed below.

#### **GNA XYZ Sale**




Sub folders include the following list. These folders are used to file various information associated with a GNA timber sale.

-  **Collection Agreement documentation**
-  **Engineering**
-  **NEPA Review**
-  **Product Removal Contracts and Maps**
-  **Rx**
-  **Sale Correspondance**
-  **Scale Reports**
-  **Service Contracts for non sale related activities**

First the Collection agreement folder. This folder is for storing information such as the CWFS worksheet, Collection agreement and RACA spreadsheets.

#### **Collection Agreement documentation**

Separate sub folders are designed to hold information regarding collaborative information regarding collection of funds to include but not limited to brief narratives to describe costs development, implementation of work and correspondence.

-  **Brush Disposal**
-  **Essential\_Required Reforestation**
-  **Road Maint**

The NEPA review is one of the most important aspects of ensuring state contracts meet the decision documents as signed by the line officer. This folder will be set up for edit access by the Forest program lead to allow all Inter Disciplinary Team (IDT) Members and the forest's state forester representatives the ability to provide comments on timber sale packages. The versioning feature of Box will provide one document to the state with all IDT member's edits and comments. The review will follow the state's methodology for contract package review.

#### **NEPA Review**

The sale packet sub folder is used for the final sale review. It should include the following information, NEPA crosswalk, State provisions and any notes from the IDT.

#### **Sale Packet Review**

Scale reports are used for collecting the information regarding the sale. Volume removed information will be added on a monthly basis.

## Scale Reports

The sub folders are based upon the Forest Service's Fiscal Year and month. (i.e. for fiscal year use the last two digits of the year FY20)

### FY

Use a two digit Month (i.e. 01 for January)

### Month

All service work estimated or determined contracts that are identified under the financial plan for the timber sale will be placed in the folder below. This information will include states service contract that will accomplish the work. If force account is used to complete the work, a briefing paper or spreadsheet will be used to track force account work.

## Service Contracts for non sale related activities

Final cost information for the timber sale will be in the folder below. This will allow a final review of contract costs that utilize revenue generated from a timber sale

### Contract final costs

## (APPENDIX A)

Region 6 – Good Neighbor Authority – Silviculture Diagnosis, Prescription and Reforestation

### **Silviculture Diagnosis and Prescription and Reporting**

\_\_\_\_\_ State will prepare the Silvicultural Diagnosis

\_\_\_\_\_ Must be approved by a Forest Service Certified Silviculturist



- \_\_\_\_\_ State will prepare the Silvicultural Prescription
  - \_\_\_\_\_ Must be approved by a Forest Service Certified Silviculturist
- \_\_\_\_\_ State will administer the timber sale or other silvicultural project work
  - \_\_\_\_\_ Data required for annual accomplishment reporting will be submitted on time to meet accomplishment data reporting requirements/due date.

**Reforestation – INCLUDE COLLECTION AGREEMENT**

- \_\_\_\_\_ Project Includes Tree Planting
  - \_\_\_\_\_ State will do the reforestation work
    - \_\_\_\_\_ Seed source (seed zone/breeding zone and elevation) must be specified in the Silvicultural Prescription, along with the desired disease resistance level for five-needle pines and Port-Orford-cedar.
      - \_\_\_\_\_ If Forest Service seed is not available, the Forest Service Area Geneticist must approve seed purchases to ensure seed is from the correct geographic area, has the desired genetic diversity, and that seed has the desired disease resistance level.
    - \_\_\_\_\_ Seedling stock type must be specified in the Silvicultural Prescription
      - \_\_\_\_\_ If a Forest Service nursery does not have the capacity to grow the seedlings, the nursery selected must have a plant pathologist on staff or on call and must meet Oregon Department of Agriculture inspection requirements for nurseries selling plants inter-state.
    - \_\_\_\_\_ Desired tree species composition, stocking level, and stocking distribution at year five must be specified in the Silvicultural Prescription.
    - \_\_\_\_\_ Silvicultural Prescription will specify the number of staked trees by species for survival reporting for 1<sup>st</sup> and 3<sup>rd</sup> year survival exams.
    - \_\_\_\_\_ Silvicultural Prescription will specify the method and sampling intensity to be used for stocking surveys the 1<sup>st</sup> and 3<sup>rd</sup> year after planting and for the certification exam.
  - \_\_\_\_\_ Data required for annual accomplishment reporting and planted tree survival reporting (including narrative) will be submitted on time to meet accomplishment data reporting requirements/due date.