



MODIFICATION OF GRANT OR AGREEMENT

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 21-LE-11041914-005		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:		3. MODIFICATION NUMBER: 002	
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): U.S. Forest Service 324 25th Street Ogden, UT 84401			5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): U.S. Forest Service 1405 Hollipark Drive Idaho Falls, ID 83401		
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): County of Box Elder 01 South Main Street Brigham City, UT 84302			7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):		

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Increase Obligations by \$6,000.00
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

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

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
Provisions of the Agreement are modified as follows:

Update Exhibit A for 2023 Operating and Financial Plan

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Operating and Financial Plan and Addendum A

11. SIGNATURES

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

11.A. BOX ELDER COUNTY SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): STAN SUMMERS, Chairman		11.F. NAME (type or print): DAVE WHITTKIEND	
11.G. TITLE (type or print): County Board of Commissioners		11.H. TITLE (type or print): Forest Supervisor, Unita-Wasatch-Cache National Forest	



11.I. BOX ELDER COUNTY SHERIFF SIGNATURE	11.J. DATE SIGNED	11.K. U.S. FOREST SERVICE SIGNATURE	11.L. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.M. NAME (type or print): KEVIN POTTER		11.N. NAME (type or print): AARON DOBSON	
11.O. TITLE (type or print): Sheriff		11.P. TITLE (type or print): Acting Special Agent in Charge	

12. G&A REVIEW

<p>12.A. The authority and format of this modification have been reviewed and approved for signature by:</p> <p>DEBORAH CHORLTON</p> <p><small>Digitally signed by DEBORAH CHORLTON Date: 2023.01.09 16:44:33 -07'00'</small></p> <p>DEBORAH CHORLTON U.S. Forest Service Grants & Agreements Specialist</p>	12.B. DATE SIGNED
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Burden Statement

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FS Agreement No. 21-LE-11041914-005
Cooperator Agreement No. _____

EXHIBIT A
COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN
Between
BOX ELDER COUNTY
And the
USDA, FOREST SERVICE
UINTA-WASATCH-CACHE NATIONAL FOREST
2023 ANNUAL OPERATING AND FINANCIAL PLAN

This Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between Box Elder County, hereinafter referred to as “the Cooperator,” and the United States Department of Agriculture (USDA), Forest Service, Uinta-Wasatch-Cache National Forest, hereinafter referred to as the “U.S. Forest Service,” under the provisions of Cooperative Law Enforcement Agreement #21-LE-11041914-005. This Operating Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through September 30, 2025, unless modified during the annual review.

Previous Year Carry-over: \$6,000.00
Current Fiscal Year 2023 Obligations: \$6,000.00
Total Available: \$12,000.00
Mod 002

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

<u>Cooperator Program Contact</u>	<u>Cooperator Administrative Contact</u>
Kevin Potter Sheriff Box Elder County Sheriff’s Office 52 South 1000 West Brigham City, Utah 84302-0888 Telephone: (435) 734-3818 Email: kbpotter@boxeldercounty.org	Cade Palmer Chief Deputy Box Elder County Sheriff’s Office 52 South 1000 West Brigham City, Utah 84302-0888 Telephone: (435) 734-3880 (office) (435) 279-7464 (cell) Email: cpalmer@boxeldercounty.org



Principal U.S. Forest Service Contacts:

<u>U.S. Forest Service Program Manager Contact</u>	<u>U.S. Forest Service Administrative Contact</u>
Ragan Hall, Supervisory Administrative Specialist 324 25th Street Ogden, UT 84401 Telephone: (801) 625-5780 Email: ragan.hall@usda.gov	Tammy McLaughlin, GMS U.S. Forest Service 1249 S. Vinnell Way, Suite 200 Boise, ID 83707 Telephone: (208) 373-4266 Email: tammy.mclaughlin@usda.gov
Tawny Myers Law Enforcement Officer U.S. Forest Service Ogden Ranger District 507 25 th Street, Suite 103 Ogden, Utah 84401-2485 Telephone: (801) 625-5835 Email: tawnylynn.myers@usda.gov	

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$0.00/mile patrolled

Per diem rate is \$0.00/day

Wages at the prevailing rate including fringe benefits for individual officers.

Please send an invoice that displays actual expenditures to date of the invoice, displayed by separate costs elements, with documentation to support the number of hours worked along with patrol logs or other supporting information.

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

Efforts will be made to schedule patrols according to the following priority: Holidays and Holiday weekends, Friday through Monday beginning Memorial Day Weekend. Weekends – Friday through Sunday from May 15 to September 30. Summer weekdays. Spring/Fall weekdays including deer hunt.



1. Patrol on following U.S. Forest Service roads:

Patrol areas on the Uinta-Wasatch-Cache National Forest within Box Elder County with emphasis on Box Elder Canyon, Willard Basin/Dock Flat area and the Wasatch Front area between Deweyville and Willard.

Patrol areas on the Sawtooth National Forest within Box Elder County with emphasis on Clear Creek and One Mile camping and recreation areas in the Raft River Division of the Forest

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

All campground and developed sites, and dispersed areas in the Uinta-Wasatch-Cache and Sawtooth National Forest areas within Box Elder County.

Total reimbursement for this category shall not exceed the amount of: \$6,000.00.

III. DISPATCHING:

Provide frequency access and dispatch service for the U.S. Forest Service Agents and Law Enforcement Officers for the period of the plan.

IV. TRAINING:

See Cooperative Law Enforcement Agreement Provision IV-K for additional information.

Total reimbursement for this category shall not exceed the amount of: \$0.00.

V. EQUIPMENT:

See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.

Total reimbursement for this category shall not exceed the amount of: \$0.00.

VI. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for



reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

1. **Drug Enforcement:** This will be handled on a case-by-case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
2. **Fire Emergency:** During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

Addendum A (attached) provides the specific information on the procedures and requirements for requesting Fire Reimbursements from the U.S. Forest Service. Any questions or clarifications necessary concerning incident/fire emergencies should be directed to the Grants Management Specialist listed under the U.S. Forest Service Administrative Contacts.

3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

VI. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.



- A. Billing frequency is no more than quarterly and no longer than annually. Cooperator is approved to submit lump sum billing once all expenditures are complete for the annual operating period. The U.S. Forest Service will make payment for project costs upon receipt of an invoice and completed Form FS-5300-5, Cooperative Law Enforcement Activity Report. Each correct invoice shall display Cooperator actual expenditures to date. The invoice should be forwarded as follows, with preference on e-mail:

Submit original invoice(s) for payment to:
 USDA, Forest Service
 Albuquerque Service Center
 Payments – Grants & Agreements
 101B Sun Avenue NE
 Albuquerque, NM 87109
 Fax 877-687-4894
 E-Mail: sm.fs.asc_ga@usda.gov

Copy to: Ragan Hall at
ragan.hall@usda.gov

- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$6,000.00	
Training		
Equipment		
Special Enforcement Situations		
Total	\$6,000.00	

- C. Any remaining funding in this Annual Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or de-obligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*
- D. 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 agreement.

In witness whereof, the parties hereto have executed this **Annual Operating Plan** as of the last date written below.

Addendum A
Box Elder County
21-LE-11041914-005

Intermountain Region, Region Four
Fire Emergency Language & Billing Protocol
Coop Law Enforcement Agreements / Annual Operating Plan

Fire Emergencies:

During fire emergencies, the U.S. Forest Service will reimburse the Cooperator for actual costs incurred for providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of road blocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by U.S. Forest Service dispatch to the Cooperator. It is critically important that the IMT, Agency Administrator, and the Sheriff/Cooperator Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a Cooperator designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The Liaison(s) primary duties, on behalf of the Cooperator, will be to attend public meetings, planning and IC meetings. Eligible costs for reimbursement will include personnel time and mileage when fulfilling the liaison duties.

If meals and lodging are required for Cooperator officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The Cooperator will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the mileage rate.

Billing Protocol:

Documentation required to be submitted by the Cooperator to the U.S. Forest Service for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Law Enforcement Agreement and Annual Operating Plan.
- DUNS number.
- Tax ID number.

- Breakout of actual costs:
 - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
 - Supplies – Copies of receipts with date and description of items purchased and U.S. Forest Service authorization (S# or U.S. Forest Service Signature) for purchase.
 - Mileage – Summary by day by vehicle and personnel using the vehicle.
 - Incident Action Plans – copies of plans that document assignment to that incident.
 - Map of roadblock locations.

For questions concerning incident/fire emergencies, Uinta-Wasatch-Cache National Forest, please contact:

Kayla Bobzien
Incident Business Specialist
Uinta-Wasatch-Cache National Forest
857 West South Jordan Parkway
South Jordan, Utah 84095-8594
Telephone: (801) 999-2169
FAX: (801) 253-8856
Email: kayla.bobzien@usda.gov

Bills will be submitted to:

Kayla Bobzien
Incident Business Specialist
Uinta-Wasatch-Cache National Forest
857 West South Jordan Parkway
South Jordan, Utah 84095-8594
Telephone: (801) 999-2169
FAX: (801) 253-8856
Email: kayla.bobzien@usda.gov