

**NEW MEXICO RECREATIONAL TRAILS PROGRAM (RTP)  
REIMBURSEMENT REQUEST COVER SHEET**

<b>Date of Reimbursement Request</b>	<b>Reimbursement Period (corresponds to FFY Quarter)</b>
11/26/2018	7/2/18-10/18/18

<b>RTP Reimbursement #</b>
1

<b>Agency Invoice # (if applicable)</b>
19-147

<b>Contract #</b>	<b>Vendor #</b>
D15783	54393

<b>Control #</b>
RT60004

**BILL TO:**  
Shannon Glendenning, NM RTP Coordinator  
NM Department of Transportation  
PO Box 1149  
Santa Fe, NM 87504-1149

**PAYABLE TO:**  
ATTN: Accounts Payable  
McKinley County  
PO Box 70  
Gallup NM 87305

<b>Total Federal funds awarded:</b>	\$ 807,980.68
<b>Federal funds reimbursed prior to this invoice period:</b>	\$ -
<b>Federal funds remaining prior to this invoice period:</b>	\$ 807,980.68

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
Conservation Legacy Trail Construction - week	10	\$ 4,650.00	\$ 46,500.00
Northwest NM Council of Governments	1	\$ 3,000.00	\$ 3,000.00
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL for this period (Including documented in-kind or soft match, minus any over-match)</b>			<b>\$49,500.00</b>
<b>Requesting reimbursement of FEDERAL SHARE (85.44%)</b>			<b>\$42,292.80</b>

Attach all original receipts and/or copies of invoices with proof of payment for the expenditures itemized above. By signing below, you are confirming that the purchases included in this reimbursement request comply with your organization's procurement code and all applicable State and Federal regulations (e.g. Buy America).

**Signature:**   
**Print name:** Muriel Plummer  
**Title:** Grants Manager  
**Phone #:** 505-7224248 ext 1103



# County of McKinley

P.O. Box 70 • 207 West Hill Avenue  
Gallup, New Mexico 87305-0070

505-722-3868

Fax: 505-863-6362

Commissioner, Dist. 1  
**Carol Bowman-Muskett**

Commissioner, Dist. 2  
**Genevieve Jackson**

Commissioner, Dist. 3  
**Bill Lee**

County Manager  
**Anthony Dimas Jr.**

## MEMO

To: Shannon Glendenning, Urban and Regional Planner, New Mexico Department of Transportation

From: Rhonda Berg, McKinley County Grants Specialist

A handwritten signature in blue ink, appearing to read "Rhonda Berg", is written over the "From:" line.

Date: November 19, 2018

Re: **Request for Reimbursement # 1, RT60004**

Thank you for your patience for this first request for reimbursement for the Zuni Mountain Trail Project.

During this first invoice period, we were able to make significant progress on building the Milk Ranch Trail (details in attached). The Conservation Ancestral Lands Program have been contracted to build the trail and the Northwest New Mexico Council of Governments has been contracted for quality assurance and quality control.

Per the budget in the grant agreement, the enclosed expenses of \$49,500, were attributed to the Professional Services line item (total \$428,070). McKinley County has provided \$7,207.20 in a cash match and is requesting \$42, 292.80 in reimbursement.

RT60004 Zuni Mountain Trails Project Grant Line Items											
Exp. Ref.	Professional Services	Labor	Materials	Equipment	Exp Total	Cum Exp	Cum Grant Balance	Match	Cum Match	County Share Balance	Federal Share Balance
	428,070.00	180,000.00	309,400.00	28,200.00			945,670.00	137,689.32		137,689.32	807,980.68
NWNMCO	(3,000.00)				(3,000.00)	(3,000.00)	942,670.00	436.80	436.80	137,252.52	805,417.48
Ancestral Lands	(46,500.00)				(46,500.00)	(49,500.00)	896,170.00	6,770.40	7,207.20	130,482.12	765,687.88
Grant Line Item Balance	378,570.00	180,000.00	309,400.00	28,200.00							

**VENDOR NO. 7439**

DATE	INVOICE NO. - DESCRIPTION	DEPARTMENT	PO NUMBER	NET AMOUNT
10/10/2018	11936 - 238-1412	11 AP		46,500.00
<b>TOTAL</b>				<b>46,500.00</b>

**County of McKinley**  
207 West Hill  
PO BOX 70  
Gallup, NM 87305-0070

171847

10/18/2018

\*\*\*\*\$46,500.00

Forty-Six Thousand Five Hundred and 00/100 Dollars

CONSERVATION LEGACY  
701 CAMINO DEL RIO STE 101  
DURANGO, CO 81301

**NON-NEGOTIABLE**



STATE OF NEW MEXICO  
McKINLEY COUNTY  
P.O. BOX 70  
CALLUP, NM 87305  
(505) 722-3868

TO: THE TREASURER OF MCKINLEY COUNTY  
CALLUP, NEW MEXICO  
SUBJECT, HOWEVER, TO THE PAYMENT OF TAXES,  
PENALTIES AND COSTS THEREON DUE FROM THE PAILE OR  
ANY ASSIGNS, AS SHOWN BY THE TAX ROLLS OF SAID  
COUNTY, WHICH IS TO BE DEDUCTED HEREFROM  
VOID 1 YEAR FROM DATE

82/244  
1070  
PINNACLE BANK  
CALLUP, NM 87301

171847

WARRANTY NO.  
171847

CHECK AMOUNT  
\*\*\*\*\$46,500.00

CHECK DATE  
10/18/2018

Forty-Six Thousand Five Hundred and 00/100 Dollars

PAY TO THE  
ORDER OF

CONSERVATION LEGACY  
701 CAMINO DEL RIO STE 101  
DURANGO, CO 81301

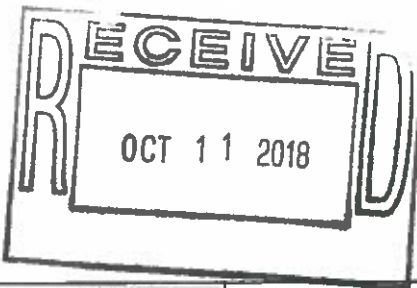
*[Signature]*  
BOARD OF COUNTY COMMISSIONERS

ATTEST *[Signature]*  
COUNTY CLERK OR DEPUTY

⑈ 1 7 1 8 4 7 ⑈ ⑆ 1 0 7 0 0 2 4 4 8 ⑆ 3 1 1 0 2 1 4 0 7 2 ⑈

X

For Deposit Only-Electr Procd  
By endorsing this warrant, I certify that the services have  
been rendered and/or the goods purchased delivered for  
the registered agent for the same. Endorsement must be made  
by the payee in ink or indelible pencil to be honored.  
Alpine Bank, Colorado  
10/26/2018



Invoice

Conservation Legacy  
 701 Camino del Rio, suite 101  
 Durango, CO 81301  
 970-317-3259(p), 970-259-9424(f)

Vendor # 7439

Date of Invoice:	Oct 10, 2018
Invoice Number:	11936
To:	invoices to rberg@co.mckinley.nm.us also to mplummer@co.mckinley.nm.usm McKinley County  2221 Boyd Ave PO Box 70 Gallup, NM 87305
Master Agreement Number:	18-AUG-3983
Agreement Number:	TO-2018-01
Notes	<p>* Direct Costs (10 Weeks) 46,500.00          ** Portion of In-Kind and Cash Match Applied 8,594.79</p> <p>Invoice Total 55,094.79          Less Credit for Match (8,594.79)  <b>Total DUE 46,500.00</b> - 238,1412.45030 <i>my</i> <i>10/17/18</i></p> <p>Conservation Legacy's Standard Weekly Cost:          * Direct (Project/Agency Share): 4,650.00          CL In-Kind Match 525.11          CL Cash Match 1,024.89          Total Weekly Cost 6,200.00</p> <p>** Weekly In-kind and Cash Match 1,550.00          Match Available for this Invoice 15,500.00          Match Applied to this Invoice 8,594.79</p> <p>5 - "Hitches": Hitch = 2 Weeks (8 days @ 10 hours per day)          Each hitch works a 8-10 hour work days: 80 Hours (2 weeks)</p> <p><i>okay to pay          me          10/16/18</i></p>
Dates Covered by Invoice:	08/27/2018 - 10/08/2018
Invoice Amount:	\$46,500.00

Project Report

Hitch Name:	AL18 McKinley County ZMPT FL18A NM
Project Location:	Long: 108.5378 Lat: 35.4183
Crew Code:	AL18625
Dates of Work:	09/04/2018 - 09/11/2018
Accomplishments:	Trail Maintained/Constructed

	Tread Maintained (feet): 563 Grade Dip Built (Quantity): 8 Drain Installed (Quantity): 2 Drain Maintained (Quantity): 2 Other Trail Maintained/Constructed 1: Erosion Baffles 43 Other Trail Maintained/Constructed 2: 6 knickpoints
<b>Brief Project Accomplishment Summary:</b>	Crew 625 installed 6 knickpoints, 2 cross drains, 8 rolling drain dips, 1 puddle drain, 43 check dams, 1 set stone ( rock Plug)
<b>Hitch direct expenses:</b>	
<b>Direct expense notes:</b>	

<b>Hitch Name:</b>	AL18 McKinley County ZMPT FL18B
<b>Project Location:</b>	Long: 108.5378 Lat: 35.4184
<b>Crew Code:</b>	AL18625
<b>Dates of Work:</b>	09/18/2018 - 09/25/2018
<b>Accomplishments:</b>	<u>Trail Maintained/Constructed</u> Tread Maintained (feet): 30 Tread Maintained (feet): 1636 Grade Dip Built (Quantity): 16 Wash Crossings Built (Quantity): 7 Other Trail Maintained/Constructed 1: Nick points 9 Other Trail Maintained/Constructed 2: Check dams 8
<b>Brief Project Accomplishment Summary:</b>	Crew 625 installed 9 knickpoints, 7 crodd drains, 16 RGDs, 2 dread repair, totaling to 1636.8 feet
<b>Hitch direct expenses:</b>	
<b>Direct expense notes:</b>	

<b>Hitch Name:</b>	AL18 McKinley County ZMPT FL18G NM
<b>Project Location:</b>	Long: -108.5358 Lat: 35.4181
<b>Crew Code:</b>	AL18648
<b>Dates of Work:</b>	08/28/2018 - 09/04/2018
<b>Accomplishments:</b>	<u>Trail Maintained/Constructed</u> Tread Maintained (feet): 5280 Grade Dip Built (Quantity): 12 Rock Cairns Built (Quantity): 2 Other Trail Maintained/Constructed 2: 15 nick points Other Trail Maintained/Constructed 3: Cross Drain/ armored wash
<b>Brief Project Accomplishment Summary:</b>	crew 648's first hitch on the ZMPT. Project partners Carrie House, and Stryder Brown were there throughout most of the hitch teaching and aiding the crew in constructing the trail. 12 Rolling Drain Dips, 15 nick points, 2 rock carins 36"x36"x36", and 1 crodd drain/ armored wash.

Hitch direct expenses:	
Direct expense notes:	

Hitch Name:	AL18 McKinley County ZMPT FL18H
Project Location:	Long: 108.5156 Lat: 35.3753
Crew Code:	AL18648
Dates of Work:	09/11/2018 - 09/18/2018
Accomplishments:	<b>Trail Maintained/Constructed</b> Tread Maintained (feet): 1200 Grade Dip Built (Quantity): 14 Drain Installed (Quantity): 1 Drain Maintained (Quantity): 1 Crush Fill (cu feet): 15 Other Trail Maintained/Constructed 1: 4 check dams, 1 rock plug , 1 cross drain <b>Restoration</b> Area Restored (Square ft.): 60000
Brief Project Accomplishment Summary:	crew 648 cconstructed 14 rolling drain dips, 6 nick points, 4 check dams, 1 cross drain, 1 rock structure (plug rock), and 1,200 ft tread.
Hitch direct expenses:	
Direct expense notes:	

Hitch Name:	AL18 McKinley County ZMPT FL18I
Project Location:	Long: -108.5156 Lat: 35.3753
Crew Code:	AL18648
Dates of Work:	09/25/2018 - 10/02/2018
Accomplishments:	<b>Trail Maintained/Constructed</b> New Trail Construction (feet): 686 Tread Maintained (feet): 1056 Trail Revegetated / Closed (feet): 20 Grade Dip Built (Quantity): 4 Drain Installed (Quantity): 14 Drain Maintained (Quantity): 14
Brief Project Accomplishment Summary:	New trail excavated about 686 ft. while crew learned proper restoration. 1742ft total with 87,100ft sq. maintained. Crew 648 completed 1 CD (cross drain), 9 NP's (Nick Points),4 RGD's (Rolling Grade Dips), 27 Baffles (Wood Check Dams), 20 Trees cut and limbed, Crew member Kristoffer Hunter completed 1 hr. on saw.
Hitch direct expenses:	
Direct expense notes:	





**McKinley County**

**TASK ORDER #2018-01**

Pursuant to  
Memorandum of Agreement Between McKinley County and Conservation Legacy – Southwest  
Conservation Corps Ancestral Lands Program

18-AUG-3983

Task Order #2018-01 is issued to define a Scope of Work for the 2018 Summer Season with the above referenced Memorandum of Agreement (Exhibit A) for trail construction for the Zuni Mountains McGaffey and Milk Ranch Trails Systems:

**SCOPE OF WORK:**

The Scope of Work for the remainder of 2018 for the Ancestral Lands Program is defined in Exhibit B, "Scope of Work: Milk Ranch Trail System Construction" which is signed by the District Ranger on behalf of the Forest Service.

**COOPERATIVE OVERSIGHT:**

The tasks outline above will be accomplished within a cooperative context that includes multiple decisions makers -- The Cibola National Forest Mt. Taylor Ranger District provides oversight and has given approval with a signature for the Scope of work – Exhibit B. McKinley County, and, McKinley County through the Northwest New Mexico Council of Governments, may provide "Quality Assurance/Quality Control Service" to insure that the work is being accomplished according to the standards of the Forest Service. The work is also being accomplished and paid for through a "Recreational Trails Program," a federal grant provided to McKinley County through the New Mexico Department of Transportation.

**TIMEFRAME:**

Work pursuant to this Task Order will commence no sooner than final approval by all signatories listed, as: the parties (McKinley County and Southwest Conservation Corps Ancestral Lands Program) signed and dated below; and, The US Forest Service through the signed "Exhibit B" to this Task Order. Any work done prior to a fully executed Task Order will not be reimbursed. Once work has commenced, the Ancestral Lands Program may work up to December 31, 2018, weather and program considerations permitting.

**COMPENSATION AND INVOICING:**

The Ancestral Lands Program will invoice McKinley County by the 10th of each month following a month in which work was completed. McKinley County will reimburse the Ancestral Lands Program according to the attached schedule for a five-person crew at \$4,650 a week (Exhibit C). The invoice will be structured according to the template provided as Exhibit D. Each invoice shall document the Ancestral Land's Match and In-Kind Contribution according to its Cost Policy Statement Allocation Method (Exhibit E).

Changes in the size the crew and revised budget (Exhibit C) may be made with written approval upon consultation with the Necessary Participants. An email approval by the County Manager or Designee will be considered sufficient and shall be printed and included in the records.

**PARTICIPANT WAGES:**

The Southwest Conservation Legacy-Southwest Conservation Corps Ancestral Lands Program shall compensate program participants at a wage of at least \$10.00 an hour.

**GENERAL LIABILITY AND WORKER'S COMPENSATION INSURANCE:**

The Southwest Conservation Legacy-Southwest Conservation Corps Ancestral Lands Program shall maintain general liability insurance up to one million dollars (Exhibit F) and Worker's Compensation Insurance (Exhibit G) in the required statutory amount.

**MAP/PLANS/TRAIL LOG:**


- Plan Set Including Zuni Mountain Trails Construction Plans and Zuni Mountain Trails Log (Exhibit H).

In concurrence herewith, the parties affix their signatures here below.

MCKINLEY COUNTY

  
\_\_\_\_\_  
Anthony Dimas, Jr., Manager

Conservation Legacy - Southwest Conservation  
Corps Ancestral Lands Program

 8/22/18  
\_\_\_\_\_  
Mike Wight, Ancestral Lands Regional Director

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US FOREST SERVICE as authorized in the signed Scope of Work attached as Exhibit B.

Memorandum of Agreement  
Between  
McKinley County and  
Conservation Legacy -Southwest Conservation Corps Ancestral Lands Program

This Memorandum of Agreement (MOA) between The County of McKinley, a political subdivision of the State of New Mexico (County) and Conservation Legacy -Southwest Conservation Corps Ancestral Lands Program (Ancestral Lands Program) is entered on the latest date signed below. The purpose of this MOA is to outline the terms whereby the Ancestral Lands Program shall participate with McKinley County in fulfilling the Scope of Work (SOW) for the Zuni Mountain Trails Project, as specified in the Grant Agreement RT6004 (Exhibit A) with the New Mexico Department of Transportation (NMDOT) through the Federal Recreational Trails Program (RTP).

Whereas, The County has been awarded a grant for through the NMDOT through the RTP program for a SOW in the Zuni Mountains McGaffey and Milk Ranch Trails Systems within the Cibola National Forest; and

Whereas, the County, in order to fulfill the terms of the RTP Grant Agreement and to support the Zuni Mountains Partnership, sought a non-profit organization or government entity for trail construction and related activities who met the following criteria:

- Have an already established conservation/trail building program serving within McKinley and/or Cibola Counties (i.e. familiar with the Zuni Mountains).
- Have an educational, work-force development, and/or skills-training programming integral to program mission, goals and operation.
- Commitment for payment of program participants an hourly wage of at least \$10.00 an hour.
- Commitment of minimum 15% match (preference that at least 5% be non-federal) and ability to document match per grant requirements.
- Ability to provide program flexibility to respond to environmental conditions and for a potential late start (July or early August) for the 2018 season.
- Experience and expertise in trail building, including but not limited to expertise in reading/following plans and specs, problem solving in the field, supervision/training for unskilled workers, knowledge and expertise in constructing water diversion and/or soil erosion control features.
- Experience working with local governments and tribal government entities, preferably in McKinley and Cibola Counties with an awareness that other entities and individuals have an interest in the Zuni Mountains.
- Experience working with federal programs, preferably local, including, but not limited to the US Forest Service, Bureau of Land Management, National Parks Service, and Bureau of Indian Affairs.
- Commitment for members/participants/employees from the Four Corners Region, with emphasis upon McKinley and Cibola Counties and Native American populations; and

Whereas, the Ancestral Lands Program demonstrated capacity and commitment as expressed in a response to the County's Request for Information (RFI No. 2018-01) issued May 8, 2008, included as Exhibit B; and

Whereas, the Ancestral Lands Program was the sole respondent to the RFI and the County published its intent to enter into a Sole Source Agreement with Ancestral Lands Program on June 15, 2018.

Therefore, it is mutually agreed as follows:

- ❖ The County and the Ancestral Lands Program will develop mutually agreeable Task Orders or other sub-agreements related to the Zuni Mountain Trails Project as outlined:

**Trail Construction/New Trails**

- ↓ Rebuild and/or reroute unsafe or unsustainable trails
- ↓ Construction and/or installation of trail gates and cattle guards
- ↓ Installation of trail gates and cattle guards
- ↓ Installation for signage for trails and trailheads including trail information kiosks, long bump stops, boundary fencing and interpretive signs
- ↓ Trail construction, maintenance and restoration activities to restore safety, accessibility and sustainability to trails in trail system

**Design – Participate in design process, primarily as collaborator in the field (i.e. provide feedback, propose solutions to issues and problems that arise)**

- ↓ New Trails
- ↓ Rebuilds and/or reroutes of unsafe or unsustainable trails
- ↓ Milk Ranch Trailhead, including trail information kiosks and interpretive signs
- ↓ Trail construction, maintenance and restoration activities to restore safety, accessibility and sustainability to trails in trail system

**Capacity Building and Sustainability for Zuni Mountain Trails Project Partnership**

- ↓ Provide personnel and services to coordinate design and construction programs, in conjunction with the Cibola National Forest
- ↓ Provide personnel and services to identify, recruit and coordinate local volunteers and donated resources in support of Zuni Mountain Trails Construction and Design
- ↓ Provide personnel and services to support McKinley County in overall grant coordination among participating County departments and entities as well as cooperating programs.

- ❖ Entrance into this MOA does not bind the County or Ancestral Lands Program into any specific commitment of funds, payments, resources or program of work; however, it is the intent of the parties that Task Orders or other sub-agreements will include commitments between the parties for funding arrangements and payments, etc. The Task Orders or other sub-agreements will also include the necessary clauses governing liability and insurance; and, specific Scope of Work for each.

**Terms of Agreement:**

1. This Memorandum Of Agreement shall expire June 30<sup>th</sup>, 2021 or upon the completion of the RTP Grant Agreement, whichever occurs first, unless supplemented by additional funds, and extended as herein provided.
2. This Memorandum Of Agreement may be amended or terminated at any time by the written agreement of both parties.
3. This Memorandum Of Agreement may be terminated by either party upon written notice delivered to the other at least (30) days prior to the intended date of termination.

By the signature below of the authorized officers, the parties do agree to this Memorandum of Understanding.

Anthony Dimas, Jr.  
 Anthony Dimas, Jr., McKinley County Manager

8-7-18  
 Date

Ron Hassel  
 Ron Hassel, Executive Director  
 Southwest Conservation Corps

8/17/18  
 Date

## Exhibit B



UNITED STATES DEPARTMENT OF AGRICULTURE

U.S. FOREST SERVICE

CIBOLA NATIONAL FORESTS AND GRASSLANDS

MT. TAYLOR RANGER DISTRICT

### Scope of Work

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#### Milk Ranch Trail System Trail Construction

This scope-of-work (SOW) outlines 2018 season tasks that McKinley County is scheduled to conduct under its Grant Agreement (CONTRACT # 18-JAN-3912) with New Mexico Department of Transportation (NMDOT). Further, McKinley County in coordination with the Mount Taylor Ranger District is implementing the Zuni Mountains Trails & Conservation Master Plan (Master Plan) and is part of the overall Zuni Mountains Trail Partnership (ZMTP). McKinley County is managing and coordinating with other partners to complete 2018 tasks utilizing NMDOT's Recreation Trails Program grant funds and mandatory match. Trail construction for this phase will occur in Summer of 2018 until completion.

This trail construction is based on the May 9, 2017 Decision Notice and Finding of No Significant Impact for the Zuni Mountain Trail Project. Further, McKinley County completed and submitted a trail design plan set for recommended trail alignment based on sustainable trail building principles and trail features based on United States Forest Service (USFS) Standard Trail Plan drawings. This trail design plan set has been reviewed by USFS staff and guidance has been provided to McKinley County. This directive provides my implicit approval of which portions of the project are approved for construction. The trail design plan set will inform all trail building activities and tasks and provide USFS trail standards for pack and saddle designed use. The County has flagging that details and locates design features that can be used to guide trail crews and supervisors, as well as, our USFS staff.

Any changes due to on-the-ground conditions from the trail design plan set will need to be reviewed and approved by the USFS District Ranger.

The trail design plan set submitted by McKinley County for the 18-mile Milk Ranch Trail System has been assessed and the following is approved:

1. The trail connector originating from Painted Horse Trail Road (FS #546) that connects to the Milk Ranch trail system, approximately 2.5 miles, needed to be re-designed and thus exceeds the approval provided in the Decision Notice. This segment will need further review before construction can be approved. Please note: THIS SEGMENT IS NOT APPROVED AT THIS TIME.

2. The Milk Ranch Trail System, approximately 15.5 miles, originating from the planned Milk Ranch trailhead and connecting to the existing and designated Hilso Trail System is approved for construction as per the trail design plan set.

Construction within these 15.5 miles will be in line with the summary of quantities and station log provided within the trail design plan set. McKinley County will be responsible to certify that all of these were improvements were made to USFS design standards to the satisfaction of our USFS staff.

Attached is a map of the non-motorized trails, along with the trail design plan set to assist and orient the assigned trail crew and supervisors. The trail crew will also be provided additional site-specific tasks or modifications, if needed prior to the scheduled work. Additional details and schedule will be provided during orientation prior to conducting work with assigned USFS staff and partners.

U.S. DEPARTMENT OF AGRICULTURE  
Forest Service

By:   
(Alvin Whitehair, District Ranger)

Date: 8/14/18

# Exhibit C

## Conservation Legacy Budget and Budget Narrative

### One Week of a Crew - DOI Format

#### Overall Summary of Standard Weekly Costs

Conservation Legacy (CL) uses a cost allocation approach to determine its set weekly costs for a crew working a full week including one-way travel time. This cost allocation approach is based upon detailed Cost Policy Statements, which are available for review. CL's independent auditors have agreed that a cost allocation approach is the only reasonable way for CL to document its expenses. Most of the supplies are purchased in bulk; vehicles, tools and gear are shared between crews; staff work with multiple crews across wide regions. The cost allocation methodology provides a consistent approach to determining true costs using the most common base of a 'crew week'. CL uses the weighted inflation-adjusted average of its most recent audited financial statements to determine overall costs.

Item	Agency Share of the Costs	CL Match	In-Kind Match	Total
Personnel	2,629.37	321.83	1,024.89	3,976.09
Fringe Benefits	613.67	79.80	-	693.46
Travel	553.00	-	-	553.00
Equipment	-	-	-	-
Supplies	494.41	110.59	-	605.00
Contractual	-	-	-	-
Construction	-	-	-	-
Other	-	-	-	-
Indirect	359.56	12.89	-	372.45
<b>Total Weekly Costs</b>	<b>4,650.00</b>	<b>525.12</b>	<b>1,024.89</b>	<b>6,200.00</b>

Unallocated Weekly Costs (backed up by receipts)			

Note 1: The following two pages provide a detailed breakdown of each line item in the standard weekly cost.

## Conservation Legacy Budget and Budget Narrative One Week of a Crew - DOI Format

### Personnel

Living allowances for corpsmembers and wages for crew leaders plus pro-rated share of wages for staff members.

Position	Number	Average Daily Rate excluding benefits	Average Weekly Rate excluding benefits	Total	Agency Share of the Costs	CL Match	In-Kind Match	Total
Crew Leaders	1	110.00	550.00	550.00	550.00			550.00
Corpsmembers	4	80.00	400.00	1,600.00	1,053.12	546.88		1,600.00
Corpsmembers - in-kind	4	100.76	503.80	2,015.20			2,015.20	2,015.20
Executive Director	1	30.69	153.44	153.44	153.44			153.44
Program Director	1	43.16	215.79	215.79	215.79			215.79
Program Coordinator/Recruiter	3	29.78	148.90	446.70	446.70			446.70
CEO, COO, VP	3	7.30	36.49	109.47	109.47			109.47
Regional Director	1	20.17	100.84	100.84	100.84			100.84
Subtraction of "extra match" to allow for minor changes	1	-243.07	-1215.36	-1,215.36	0.00	-225.05	-990.31	-1,215.36
<b>Total Personnel</b>					<b>2,629.37</b>	<b>321.83</b>	<b>1,024.89</b>	<b>3,976.09</b>

Note 1: Daily/Weekly rates for staff include only the portion of their salary (& benefits in the next box) tied to one week of work, not their full salary. Full living allowances, salaries & benefits are included for corpsmembers and crew leaders.

Note 2: CL participants also provide an additional in-kind match based upon the difference between their living allowance and the value of their service as determined by Independent Sector. The in-kind match is the difference between the dollar value of volunteer time and the corpsmember living allowances plus FICA and UI.

Note 3: Conservation Legacy subtracts a portion of the match funds so that it only reports in total a match of 25%. This provides flex time to allow for minor changes in the project (e.g. different compensation rates, sickness/injury to a participant, etc.) while still meeting documented match time.

### Fringe Benefits

FICA, unemployment insurance and workers' compensation insurance for corpsmembers and crew leaders. Full benefits (e.g. health care, disability, vision, dental, retirement, etc.) for staff along with FICA, unemployment insurance and workers' compensation insurance.

Item	Average Daily Cost	Average Weekly Cost	Total	Agency Share of the Costs	CL Match	In-Kind Match	Total
Corpsmember fringe & WC @ 14.59085% + additional 3.5% WC if saw crew	46.69	233.45	233.45	153.66	79.79		233.45
Crew leader fringe & WC @ 14.59085% + additional 3.5% WC if saw crew + health ins. @ \$46.15 per person	25.28	126.40	126.40	126.40			126.40
Staff fringe & WC @ 32.50703%	66.72	333.60	333.60	333.60			333.60
<b>Total Fringe</b>				<b>613.67</b>	<b>79.79</b>	<b>0.00</b>	<b>693.46</b>



## Conservation Legacy Budget and Budget Narrative One Week of a Crew - DOI Format

### Travel

Vehicle costs pro-rated of total costs for fuel, auto insurance, replacement/depreciation/other, registration fees and repairs/maintenance. Includes crew travel to/from worksites, staff transportation for pre-site meetings, project management visits to sites and other support travel (e.g. recruiting visits, tool purchase, etc.).

Item	Average Daily Cost	Average Weekly Cost	Total	Agency Share of the Costs	CL Match	In-Kind Match	Total
Replacement/Depreciation and other	41.27	206.37	206.37	206.37			206.37
Fuel	27.95	139.76	139.76	139.76			139.76
Auto Insurance	14.40	72.01	72.01	72.01			72.01
Vehicle Fees	3.30	16.48	16.48	16.48			16.48
Repairs and Maintenance	23.68	118.38	118.38	118.38			118.38
<b>Total Travel</b>				<b>553.00</b>	<b>0.00</b>	<b>0.00</b>	<b>553.00</b>

### Equipment

0

### Supplies

Supply costs pro-rated of total costs for uniforms, personal protective equipment, facilities, camp food, background searches, camp equipment, education supplies, education/training workshops, field communications, field supplies, first aid supplies, crew and staff incentives, outreach/recruiting/web/marketing, program development, staff training/development, supportive services, tools, facility, office supplies, postage, and printing/copying.

Item	Average Daily Cost	Average Weekly Cost	Total	Agency Share of the Costs	CL Match	In-Kind Match	Total
Facilities/Operations Center/Office/Insurance	30.79	153.93	153.93	153.93	0.00		153.93
Corpsmember development, training, recruitment/orientation	3.44	17.22	17.22	17.22	0.00		17.22
Gear, tools, field supplies, communications, camp subsistence provisions, etc.	72.34	361.71	361.71	251.12	110.59		361.71
Specific chainsaw supplies for participants	0.00	0.00	0.00	0.00	0.00		0.00
Fire Training for Participants (S212, fire, etc.)	0.00	0.00	0.00	0.00	0.00		0.00
Program Development and misc	14.43	72.14	72.14	72.14	0.00		72.14
<b>Total Supplies</b>				<b>494.41</b>	<b>110.59</b>	<b>0.00</b>	<b>605.00</b>

### Contractual

0

### Construction

0

### Other

0

**Conservation Legacy Budget and Budget Narrative  
One Week of a Crew - DOI Format**

**Indirect**

The direct costs for indirect cost rate calculation do not include corpsmember living allowances or benefits. Conservation Legacy's federally approved indirect cost rate is 11.66% based on a base that does not include participant living allowances.

Item	Approved indirect cost rate	Subtotal Direct Costs	Total	Agency Share of the Costs	CL Match	In-Kind Match	Total
Federally approved indirect cost rate of 11.66%	0.1166	3,194.26	372.45	359.56	12.89		372.45
<b>Total Indirect</b>				<b>359.56</b>	<b>12.89</b>	<b>0.00</b>	<b>372.45</b>

Exhibit D

Invoice

Conservation Legacy  
701 Camino del Rio, suite 101  
Durango, CO 81301  
970-317-3259(p), 970-259-9424(f)

<b>Date of Invoice:</b>	Aug 14, 2018
<b>Invoice Number:</b>	
<b>To:</b>	
<b>Master Agreement Number:</b>	
<b>Agreement Number:</b>	777777
<b>Notes</b>	2 weeks of a 5 person crew working on Zuni Mountain Trails Project. \$ 4650 per week x 2 weeks = \$9300  In kind per week= 1024.89 Cash match per week= 525.11  Total Conservation Legacy In kind for this invoice= 2049.78 Total Conservation Legacy Cash Match for this invoice= 1050.22
<b>Dates Covered by Invoice:</b>	07/02/2018 - 07/13/2018
<b>Invoice Amount:</b>	\$9,300.00

Project Report

## Exhibit E



### Cost Policy Statement Allocation Method

#### Introduction

The purpose of this cost policy statement is to summarize, in writing, the methods and procedures that Conservation Legacy will use to allocate costs to various programs, grants, contracts and agreements.

The OMB Super Circular establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Conservation Legacy's Cost Allocation Plan is based on the Direct Allocation method which treats all costs as direct costs except general administration and general expenses. Conservation Legacy received an updated federally approved indirect cost rate in late 2017 and this document incorporates the federally approved indirect cost rate into the cost policy statement on its allocations method.

#### General Accounting Policies and Background

- Basis of Accounting: Accrual Basis
- Fiscal Period: January 1 – December 31
- Allocation Basis for Individual Cost Elements: Direct Allocation Basis.
- Through FY 2016 Conservation Legacy used QuickBooks Non-Profit Premier accounting software and used the "Cost Center" feature for all revenue and expense entries to allow coding between the Conservation Legacy's primary offices and shared expenses.

Conservation Legacy bases its cost allocations on its audited financials from fiscal years 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015 and 2016. The data from fiscal years 2008-2016 cover 7,441 equivalent crew work weeks, 26,829 individual placement weeks and more than \$75,000,647 worth of expenditures.

#### Rationale

Conservation Legacy's independent auditors have stated that an allocation approach is the only reasonable way for Conservation Legacy to document its direct expenses. Conservation Legacy operates multiple crews, individual placements and programs across multiple offices. Each crew and individual placement is funded differently and, often, with multiple funders. For instance, a typical crew might have AmeriCorps members, private grant support and a different project partner funder for each week it operates. Here are some of the ways that costs are shared among multiple crews, individual placements, sites and programs and where an allocation method is the only reasonable answer to the questions posed:

- a. Food. Conservation Legacy sends a Program Coordinator out to shop for bulk food for Conservation Legacy's crews. The Coordinator purchases large quantities of bulk food and places it in the Conservation Legacy operations centers. Every two weeks crews return from the field, clean their vehicles, and re-stock their food caches for their next 10 or 11 day camping hitch. Each crew takes different amounts of bulk food. Conservation Legacy is unable to determine in the backcountry wilderness which corpsmembers actually ate the bulk food and how much they ate unless it uses allocations.

- b. **Vehicles.** Conservation Legacy has a fleet of more than a hundred vehicles spread across offices in multiple states. Crews swap vehicles regularly depending upon the vehicle needs of the particular project upon which they are dispatched. (e.g. Some projects require a four-wheel drive, some are long distances and need more fuel efficient vehicles, etc.) At the beginning of the season, Conservation Legacy conducts routine maintenance on all vehicles and then repairs vehicles as needed over the year. The allocations approach is the only practical way to accurately share these vehicle costs across all crews.
- c. **Communications.** Conservation Legacy program staff and crew leaders communicate by cell phone, satellite phone and forest service radio. It would not be practicable for staff to track every call individually by crew, project partner and funder. Conservation Legacy uses the same allocations approach to break down the regular cell phone and satellite phone charges.
- d. **Tools & Gear.** Conservation Legacy purchases tools, gear and supplies (tents, cook stoves, dish soap, towels, water purification set ups, etc.) that are used and shared by all crews throughout the season and over multiple years. Without an allocations approach it would not be possible to attribute individual tool or gear costs to a particular funder unless Conservation Legacy purchased a new set of tools and gear for each project partner; such a process would increase costs considerably.

#### **Cost Allocation Methodology – General**

The general approach of Conservation Legacy in allocating costs to particular grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs.
2. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
3. The most common basis that Conservation Legacy uses (the standard allocation) is based on level of program impact as measured by standard eight-person crew work weeks. Conservation Legacy converts any non-standard crew weeks into standard crew work weeks, typically by pro-rating weeks based upon the size of the crew and the number of hours per week the crew operates. For individual placement programs, Conservation Legacy uses the standard of an individual work week.
4. Indirect costs are charged using Conservation Legacy's federally approved indirect cost rate.

#### **Cost Allocation Methodology – Procedure**

1. **Total Weeks of Work.** Conservation Legacy determines the total weeks of conservation crew work it completed in recently audited fiscal years.
2. **Total Conservation Legacy Expenses by Category.** Conservation Legacy sums the Conservation Legacy expenses by category (e.g. transportation, field supplies, crew leaders, staff, etc.) in each fiscal year.
3. **Weekly Cost by Category.** Conservation Legacy divides the 'total Conservation Legacy expenses' by the 'total weeks of work' for each category in each fiscal year to get a weekly cost by category.
4. **Average of Most Recent Fiscal years.** Conservation Legacy averages the weekly cost by category from the nine most recently audited fiscal years to get a final weekly cost by category. Conservation Legacy adjusts all years using the consumer price index to current year costs. In addition, it uses weighted averages based on the number of weeks in each year.
5. **Allocation.** Conservation Legacy multiplies the 'weekly cost by category' by the number of weeks in a particular program or project to obtain the cost of the program or project.

#### **Cost Allocation Methodology**

To determine actual allocations, Conservation Legacy used the audited financials from 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, and 2016, the most recent audited financial statements.

2008

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 24 weeks of day crew work with fully paid day crews = 24 weeks
  - Four Corners: 129 camping crew weeks + 8 energy crew weeks + 6 red zone crew weeks + 14 Hubbell equivalent crew weeks (derived by dividing the total Hubbell revenue by the standard weekly rate of \$6,000 as Hubbell covered a number of small crews and summer crews; this gives a standard number of equivalent weeks) + 10 community equivalent crew weeks (derived by dividing the total community crew weeks by 50% as crews are paid for less than half a week of work each week; the rest of the program is unpaid education and service) = 167 weeks
  - Los Valles: 48 camping weeks + 26 day crew weeks with fully paid crews = 74 weeks
  - Sonoran Desert: 140 camping weeks = 140 weeks
  - Total = 24 Ancestral Lands weeks + 167 Four Corners weeks + 74 Los Valles weeks + 140 Sonoran Desert weeks = 381 total weeks of work
  
2. Total Conservation Legacy Expenses by Category. Per its 2008 annual audit, the total annual expenses for Conservation Legacy were as follows:

Category	Program	Management	Fundraising	Total
Salaries	1,639,607	109,440	30,083	1,779,130
Taxes & benefits	296,162	19,768	5,434	321,364
Vehicles	136,619	1,394	1,394	139,407
Program	119,321			119,321
Food	70,508			70,508
Rent	53,004	11,124	1,309	65,437
Materials	40,689			40,689
Program Development	30,767			30,767
Veterans	30,110			30,110
Utilities	25,157	1,679	462	27,298
Professional Services		21,125		21,125
Insurance	19,385	198	198	19,781
Mortgage	18,098	1,208	332	19,638
Office supplies	17,408	1,162	319	18,889
Repair & Maintenance	15,146	1,011	278	16,435
Education	15,112	1,009	277	16,398
Marketing	12,812	855	235	13,902
Staff development	15,585	840	231	16,656
Recruitment	12,358			12,358
Tech support	7,167	478	132	7,777
Postage	4,984	333	91	5,408
Dues & subscriptions		4,153		4,153
Finance charges		1,611		1,611
Other	742	249	105	1,096
Depreciation	41,340	2,759	759	44,858
<b>Totals</b>	<b>2,622,081</b>	<b>180,396</b>	<b>41,639</b>	<b>2,844,116</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "Veterans" category, which was a pass-through) into the following categories:

Conservation Legacy Cost Allocation Methods

Category	Total
Salaries/Labor	1,935,769
Travel	177,959
Equipment Use	
Supplies	478,243
Materials	
Printing	
SUBTOTAL	2,591,971
Admin Costs	222,035
TOTAL	2,814,006

3. Weekly Cost by Category. Conservation Legacy divided the 'total Conservation Legacy expenses' by the 'total weeks of work' for to get a weekly cost by category to get the following breakdowns:

Category	Per Week
Salaries/Labor	5,079
Travel	467
Equipment Use	
Supplies	1,255
Materials	
Printing	
SUBTOTAL	6,800
Admin Costs	583
TOTAL	7,383

2009

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 24 weeks of day crew work with fully paid day crews = 24 weeks
  - Four Corners: 219 camping crew weeks + 2 weatherization equivalent crew weeks + 5 intern equivalent crew weeks + 17 Hubbell equivalent crew weeks (weatherization, intern and Hubbell equivalent weeks were derived by dividing the total revenue for each program by the standard weekly rate of \$6,000. These three programs provide individual or small crew placements so this methodology provides the equivalent in regular crew weeks) + 14 community equivalent crew weeks (derived by dividing the total community crew weeks by 50% as crews are paid for less than half a week of work each week; the rest of the program is unpaid education and service) = 257 weeks
  - Los Valles: 73 camping weeks + 24 day crew weeks with fully paid crews + 4.5 OHV equivalent crew weeks (derived by multiplying the total OHV crew weeks by 3/8 since the OHV crew has 3 people and a standard crew has 8 people) = 101.5 weeks
  - Sonoran Desert: 158 camping weeks = 158 weeks
  - Total = 24 Ancestral Lands weeks + 257 Four Corners weeks + 101.5 Los Valles weeks + 158 Sonoran Desert weeks = 540 (rounded) total weeks of work
2. Total Conservation Legacy Expenses by Category. Per its 2009 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

Category	Program Management and fundraising			Total
Salaries	2,393,620	139,456	31,094	2,564,170
Taxes & benefits	427,167	24,888	5,549	457,604
Gear, Supplies & Incentives	192,736	-	-	192,736
Partnerships and energy audits	187,798	-	-	187,798
Vehicles	187,335	1,911	1,912	191,158
Food	97,340	-	-	97,340
Rent	62,691	9,871	1,105	73,667
VISTA Cost-Share	65,077	-	-	65,077
CM Development	51,561	3,004	670	55,235
Utilities	37,393	2,178	486	40,057
Staff development and travel	29,614	1,725	385	31,724
Consultants	27,734	1,616	360	29,710
Professional Services	-	26,487	-	26,487
Office supplies	24,133	1,406	313	25,852
Insurance	19,380	198	198	19,776
Mortgage Interest	18,107	1,055	235	19,397
Program Development	17,905	-	-	17,905
Recruitment	14,325	-	-	14,325
Dues & subscriptions	-	14,127	-	14,127
Facility repair and maintenance	11,879	692	154	12,725
Tech support	11,488	670	149	12,307
Marketing	11,318	659	147	12,124
Interest on loans	11,242	114	115	11,471
Other	12,682	739	164	13,585
Depreciation	55,811	3,252	725	59,788
<b>Totals</b>	<b>3,968,336</b>	<b>234,048</b>	<b>43,761</b>	<b>4,246,145</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "Partnerships and energy audits" and "VISTA cost-share" categories which were pass-throughs or non-program expenses) into the following categories:

Category	Total
Salaries/Labor	2,820,787
Travel	254,388
Equipment Use	
Supplies	640,286
Materials	
Printing	
<b>SUBTOTAL</b>	<b>3,715,461</b>
Admin Costs	277,809
<b>TOTAL</b>	<b>3,993,270</b>

3. Weekly Cost by Category. Conservation Legacy divided the "total Conservation Legacy expenses" by the "total weeks of work" for to get a weekly cost by category to get the following breakdowns:



Category	Per Week
Salaries/Labor	5,226
Travel	471
Equipment Use	
Supplies	1,186
Materials	
Printing	
<b>SUBTOTAL</b>	<b>6,884</b>
Admin Costs	515
<b>TOTAL</b>	<b>7,398</b>

2010

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 4 camping crew weeks + 24 weeks of day crew work with fully paid day crews + 2.5 equivalent Learn & Serve weeks (calculated as 12 full weeks at 20.83% the cost of standard weeks as the weekly income of \$1,250 is approximately 20.83% of a typical standard crew rate) + 5.5 equivalent preservation crew weeks (calculated as 11 full weeks at ½ the cost of standard weeks) = 36 weeks
  - Environmental Stewards: 27.13 equivalent intern weeks (calculated as total direct personnel cost divided by typical weekly personnel cost of \$3,812 per week) = 27.13 weeks
  - Four Corners: 267 camping crew weeks + 6.67 equivalent Learn & Serve weeks (calculated as 32 full weeks at 20.83% the cost of standard weeks as the weekly income of \$1,250 is approximately 20.83% of a typical standard crew rate) + 24 weatherization equivalent crew weeks (calculated as the total weatherization partner contribution divided by the standard \$6,000 per week crew cost) + 4.17 intern equivalent crew weeks (calculated as 10 weeks at a ratio of \$2500/\$6000 crew rates) + 14 Hubbell equivalent crew weeks (calculated as the total Hubbell partner contribution divided by the standard \$6,000 per week crew cost) = 315.27 weeks
  - Los Valles: 140 camping weeks + 24 day crew weeks with fully paid crews + 2.5 equivalent Learn & Serve weeks (calculated as 12 full weeks at 20.83% the cost of standard weeks as the weekly income of \$1,250 is approximately 20.83% of a typical standard crew rate) = 166.5 weeks
  - Sonoran Desert: 219 camping weeks + 4 equivalent day crew weeks (calculated as 6 full weeks at a rate that is 2/3 the cost of a regular crew) + 6.67 equivalent Learn & Serve weeks (calculated as 32 full weeks at 20.83% the cost of standard weeks as the weekly income of \$1,250 is approximately 20.83% of a typical standard crew rate) + 1.13 intern weeks (calculated as 9 full weeks at 1/8 the cost of standard weeks) = 230.79 weeks
  - Total = 36 Ancestral Lands weeks + 27.13 Environmental Stewards weeks + 315.27 Four Corners weeks + 166.5 Los Valles weeks + 230.79 Sonoran Desert weeks = 775.7 total weeks of work
  
2. Total Conservation Legacy Expenses by Category. Per its 2010 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Fundraising</u>
Salaries	3,388,853	139,456	31,094
Taxes and benefits	316,517	13,025	2,904
Partnerships	430,998		
Vehicle repair, insurance & fuel	232,502	2,373	2,372
Tools, supplies, gear	169,476		
Food	120,563		
Vista cost share	90,358		
Corps member development	77,525	3,191	711
Rent	47,526	7,483	838
Staff development & travel	52,346	2,154	480
Mortgage interest	51,325	2,112	471
Professional services		50,914	
Utilities	27,212	1,120	250
Consultants	26,552	1,092	244
Insurance	24,830	254	253
Office supplies	23,552	969	216
Facility repair & maintenance	23,119	952	212
Tech support	22,525	927	207
Recruitment	17,827		
Marketing	13,153	541	121
Dues & subscriptions		11,956	
Interest on loans	2,613	26	27
Program development	1,824		
All other	18,417	758	169
Depreciation	87,877	3,617	806
<b>Total</b>	<b>5,267,490</b>	<b>242,920</b>	<b>41,375</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "VISTA cost-share" and the parts of the "partnerships" categories that were pass-through or non-program expenses) into the following categories:

<u>Category</u>	<u>Total</u>
Salaries/Labor	3,705,370
Travel	322,992
Equipment Use	
Supplies	756,880
Materials	
Printing	
<b>SUBTOTAL</b>	<b>4,785,242</b>
Admin Costs	284,295
<b>TOTAL</b>	<b>5,069,537</b>

3. Weekly Cost by Category. Conservation Legacy divided the 'total Conservation Legacy expenses' by the 'total weeks of work' for to get a weekly cost by category to get the following breakdowns:

Category	Per Week
Salaries/Labor	4,777
Travel	416
Equipment Use	
Supplies	976
Materials	
Printing	
<b>SUBTOTAL</b>	6,169
Admin Costs	367
<b>TOTAL</b>	6,535

2011

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 10 camping crew weeks + 24 weeks of day crew work with fully paid day crews + 3.5 equivalent preservation crew weeks (calculated as 7 full weeks at a ratio of one half of a standard crew week) + 13 Hubbell equivalent crew weeks (calculated as the total Hubbell partner contribution divided by the standard \$7,106 allocated per week crew cost) = 50.3 weeks
  - Four Corners: 217 camping crew weeks + 30 youth crew weeks (calculated as 24 weeks of a 10 person crew at the ratio of 10/8 of a standard crew week) + 20 weatherization equivalent crew weeks (calculated as the total weatherization partner contribution divided by the standard \$7,106 per week crew cost) + 4.17 intern equivalent crew weeks (calculated as 50 intern weeks at a ratio of one twelfth of a standard crew week) = 271.2 weeks
  - Los Valles: 100 camping weeks + 14.4 day crew weeks (calculated as 12 weeks of a 12 person crew working 4 days per week at the ratio of 80% of 12/8 of a standard crew week) + 4.5 OHV crew weeks (calculated as 12 weeks of a 3 person crew at the ratio of 3/8 of a standard crew week) + 3.5 community crew weeks (calculated as 4 weeks of a 7 person crew at the ratio of 7/8 of a standard crew week) + 4.5 training crew weeks (calculated as 6 weeks of a 6 person crew at the ratio of 6/8 of a standard crew week) + 1.92 intern equivalent crew weeks (calculated as 23 intern weeks at a ratio of one twelfth of a standard crew week) = 128.8 weeks
  - Sonoran Desert: 172 camping weeks + 5.33 intern equivalent crew weeks (calculated as 64 intern weeks at a ratio of one twelfth of a standard crew week) = 177.3 weeks
  - Total = 50.3 Ancestral Lands weeks + 271.2 Four Corners weeks + 128.8 Los Valles weeks + 177.3 Sonoran Desert weeks = 628 total weeks of work

In 2011, the Environmental Stewards program grew significantly with 1,316 intern weeks. At this level Conservation Legacy felt it was most appropriate to separate out the Environmental Steward costs and base the allocations on the other Conservation Legacy programs.

2. Total Conservation Legacy Expenses by Category. Per its 2011 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Outsourcing</u>	<u>Total</u>
Salaries	3,514,146	198,258	44,908	3,757,312
Payroll taxes and benefits	312,655	17,640	3,995	334,290
Vehicle repair, insurance, and fuel	232,805	2,375	2,376	237,556
Partnerships (contracts for services)	192,201	-	-	192,201
Tools, supplies, gear and incentives	185,335	-	-	185,335
Food	126,834	-	-	126,834
Vista cost share	114,671	-	-	114,671
Corps member development	93,397	5,269	1,194	99,860
Rent	51,516	8,112	908	60,536
Consultants	52,109	2,940	666	55,715
Staff development and travel	50,697	2,860	648	54,205
Professional services	-	53,871	-	53,871
Utilities	40,475	2,284	517	43,276
Office supplies	33,682	1,901	430	36,013
Mortgage interest	32,332	1,824	413	34,569
Insurance	31,889	326	325	32,540
Tech support	28,527	1,609	365	30,501
Recruitment	27,801	-	-	27,801
Marketing	20,635	1,164	264	22,063
Facility repair and maintenance	17,351	979	222	18,552
Dues and subscriptions	-	16,283	-	16,283
Postage	5,568	314	71	5,953
Interest on loans	1,360	14	14	1,388
Program development	1,320	-	-	1,320
All other	19,853	1,120	254	21,227
	5,187,159	319,143	57,570	5,563,872
Depreciation	84,188	4,749	1,076	90,013
<b>Total</b>	<b>5,271,347</b>	<b>323,892</b>	<b>58,646</b>	<b>5,653,885</b>

Conservation Legacy then separated out the costs for the crew-based programs (Ancestral Lands, Four Corners, Los Valles, Sonoran Desert) from the Environmental Stewards programs. The chart below shows the break-out of expenses just for the crew-based programs:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	CREWS			Total
	Program	Management	Fundraising	
Salaries	2,692,212	151,887	34,404	2,878,503
Payroll taxes and benefits	534,655	30,165	6,832	571,652
Vehicle repair, insurance, and fuel	229,022	2,336	2,337	233,696
Partnerships (contracts for services)	169,754	-	-	169,754
Tools, supplies, gear and incentives	162,208	-	-	162,208
Food	126,805	-	-	126,805
Vista cost share	16,026	-	-	16,026
Corps member development	66,538	3,754	851	71,142
Rent	43,438	6,840	766	51,044
Consultants	36,525	2,061	467	39,053
Staff development and travel	34,300	1,935	438	36,674
Professional services	-	36,669	-	36,669
Utilities	36,403	2,054	465	38,922
Office supplies	23,600	1,332	301	25,233
Mortgage interest	31,550	1,780	403	33,733
Insurance	27,572	282	281	28,135
Tech support	25,923	1,462	332	27,716
Recruitment	24,056	-	-	24,056
Marketing	14,179	800	181	15,160
Facility repair and maintenance	15,544	877	199	16,620
Dues and subscriptions	-	14,815	-	14,815
Postage	4,333	244	55	4,632
Interest on loans	1,225	13	13	1,251
Program development	1,304	-	-	1,304
All other	45,386	2,560	581	48,527
	4,356,911	268,062	48,355	4,673,328
Depreciation	80,201	4,524	1,025	85,751
<b>Total</b>	<b>4,442,759</b>	<b>266,390</b>	<b>49,931</b>	<b>4,759,079</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "partnerships" category that was pass-through) into the following categories:

<u>Category</u>	<u>Total</u>
Salaries/Labor	3,242,893
Travel	310,449
Equipment Use	
Supplies	719,663
Materials	
Printing	
<b>SUBTOTAL</b>	<b>4,273,005</b>
<b>Admin Costs</b>	<b>316,320</b>
<b>TOTAL</b>	<b>4,589,325</b>

- Weekly Cost by Category. Conservation Legacy divided the 'total Conservation Legacy expenses' by the 'total weeks of work' for to get a weekly cost by category to get the following breakdowns:

Category	Per Week
Salaries/Labor	5,165.88
Travel	494.54
Equipment Use	
Supplies	1,146.41
Materials	
Printing	
<b>SUBTOTAL</b>	<b>6,807</b>
Admin Costs	503.89
<b>TOTAL</b>	<b>7,311</b>

2012

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 3 camping crew weeks + 32 weeks of day crew work with fully paid day crews + 3.75 equivalent preservation crew weeks (calculated as 10 full weeks at a ratio of 3/8 of a standard crew week) + 16 equivalent individual placement weeks (calculated as 128.5 full weeks at a ratio of 1/8 of a standard crew week) = 54.8 weeks
  - Four Corners: 184 camping crew weeks + 4 youth crew weeks + 16 modified community corps weeks + 19.75 equivalent individual placement weeks (calculated as 158 full weeks at a ratio of 1/8 of a standard crew week) + 4 training weeks + 13 weatherization equivalent weeks (calculated as 50% of a standard crew weeks) = 240.8 weeks
  - Los Valles: 106 camping weeks + 3.2 local crew weeks (calculated as 4 full weeks at a ratio of 75% of a standard crew week) + 14.4 day crew weeks (calculated as 12 full weeks at a ratio of 1.2 of a standard crew week) + 7.2 modified community corps weeks (calculated as 8 full weeks at a ratio of .9 of a standard crew week) + 4.8 short week crew weeks (calculated as 8 full weeks at a ratio of .6 of a standard crew week) + 8.9 individual placement weeks (calculated as 71 full weeks at a ratio of 1/8 of a standard crew week) = 141.3 weeks
  - Sonoran Desert: 173 camping weeks + 17.25 local crew weeks (calculated as 23 full weeks at a ratio of .75 of a standard crew week) + 4.5 3-person crew weeks (calculated as 12 full weeks at a ratio of 3/8 of a standard crew week) + 29.1 individual placement weeks (calculated as 233 full weeks at a ratio of 1/8 of a standard crew week) = 223.9 weeks
  - Total = 54.8 Ancestral Lands weeks + 240.8 Four Corners weeks + 141.3 Los Valles weeks + 223.9 Sonoran Desert weeks = 643.46 total weeks of work

As with 2011, the Environmental Stewards program had significant numbers of individual placements in 2012 with 1,581 individual placement weeks. At this level Conservation Legacy felt it was most appropriate to separate out the Environmental Steward costs and base the allocations on the other Conservation Legacy programs.

2. Total Conservation Legacy Expenses by Category. Per its 2012 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	3,781,083	228,743	54,097	4,063,923
Payroll taxes and benefits	404,923	24,497	5,793	435,213
Tools, supplies, gear and incentive	330,339	-	-	330,339
Vehicle repair, insurance, and fuel	255,009	2,602	2,602	260,213
Partnerships (contracts for service)	199,698	-	-	199,698
Vista cost share	140,870	-	-	140,870
Food	127,167	-	-	127,167
Corps member development	116,070	7,021	1,661	124,752
Consultants	79,314	4,798	1,135	85,247
Staff development and travel	75,895	4,591	1,086	81,572
Rent	64,827	10,208	1,143	76,178
Professional services	-	62,680	-	62,680
Facility repair and maintenance	38,770	2,345	555	41,670
Utilities	36,967	2,236	529	39,732
Insurance	37,201	379	380	37,960
Office supplies	34,780	2,104	498	37,382
Mortgage interest	30,702	1,858	439	32,999
Recruitment	32,588	-	-	32,588
Tech support	24,725	1,495	354	26,574
Dues and subscriptions	-	20,732	-	20,732
Marketing	17,431	1,055	249	18,735
Special projects	17,723	-	-	17,723
Disaster Relief	14,417	-	-	14,417
Postage	5,068	306	73	5,447
Board administration	-	5,404	-	5,404
All other	12,235	3,378	87	15,700
Depreciation	110,158	6,664	1,576	118,398
<b>Total</b>	<b>5,987,960</b>	<b>393,096</b>	<b>72,257</b>	<b>6,453,313</b>

Conservation Legacy then separated out the costs for the crew-based programs (Ancestral Lands, Four Corners, Los Valles, Sonoran Desert) from the Environmental Stewards programs. The chart below shows the break-out of expenses just for the crew-based programs:

Conservation Legacy Cost Allocation Methods

Category	CRWS			Total
	Program	Management	Fundraising	
Salaries	2,868,913	173,560	41,046	3,083,519
Payroll taxes and benefits	558,505	33,788	7,990	600,283
Tools, supplies, gear and incentive	291,879	-	-	291,879
Vehicle repair, insurance, and fuel	248,553	2,536	2,536	253,625
Partnerships (contracts for service)	164,768	-	-	164,768
Visa cost share	21,973	-	-	21,973
Food	126,760	-	-	126,760
Corps member development	115,249	6,971	1,649	123,869
Consultants	47,878	2,896	685	51,459
Staff development and travel	47,289	2,861	677	50,827
Rent	59,219	9,325	1,044	69,589
Professional services	-	29,130	-	29,130
Facility repair and maintenance	19,826	1,199	284	21,309
Utilities	32,579	1,971	466	35,016
Insurance	30,479	311	311	31,101
Office supplies	22,580	1,366	323	24,269
Mortgage interest	30,702	1,858	439	32,999
Recruitment	25,876	-	-	25,876
Tech support	17,506	1,058	251	18,815
Dues and subscriptions	-	18,007	-	18,007
Marketing	11,982	725	171	12,878
Special projects	17,723	-	-	17,723
Disaster Relief	14,417	-	-	14,417
Postage	3,511	212	51	3,773
Board administration	-	4,461	-	4,461
All other	9,511	2,626	68	12,205
Depreciation	105,263	6,368	1,506	113,137
<b>Total</b>	<b>4,892,940</b>	<b>301,228</b>	<b>59,497</b>	<b>5,253,665</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "partnerships" category that was pass-through) into the following categories:

	Total
Personnel	2,868,913
Benefits	558,505
Travel	353,815
Equipment	
Supplies	721,547
Contracted	47,878
Training	141,124
Evaluation	
Other	
Admin	360,726
<b>Totals</b>	<b>5,052,508</b>

3. Weekly Cost by Category. Conservation Legacy divided the "total Conservation Legacy expenses" by the "total weeks of work" for to get a weekly cost by category to get the following breakdowns:



	Per Week
Personnel	4,458.55
Benefits	867.97
Travel	549.86
Equipment	-
Supplies	1,121.35
Contracted	74.41
Training	219.32
Evaluation	-
Other	-
Admin	560.60
Totals	7,852.06

2013

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows:
  - Ancestral Lands: 8 camping crew weeks + 24 weeks of day crew work with fully paid day crews + 10.5 7-person crew weeks (calculated as 12 full weeks at a ratio of 7/8 of a standard crew week) + 14.25 6-person crew weeks (calculated as 19 full weeks at a ratio of 6/8 of a standard crew week) + 17.5 5-person crew weeks (calculated as 28 full weeks at a ratio of 5/8 of a standard crew week) + 8.33 weeks of day crew (calculated as 10 full weeks at a ratio of 10/12 of a standard crew week) + 3.75 preservation crew weeks (calculated as 10 full weeks at a ratio of 3/8 of a standard crew week) + 9.75 equivalent individual placement weeks (calculated as 78 full weeks at a ratio of 1/8 of a standard crew week) = 96.1 weeks
  - Four Corners: 213 camping crew weeks + 8 youth crew weeks + 7.5 equivalent individual placement weeks (calculated as 60 full weeks at a ratio of 1/8 of a standard crew week) = 228.5 weeks
  - Los Valles: 104 camping weeks + 3.2 local crew weeks (calculated as 4 full weeks at a ratio of 75% of a standard crew week) + 10.4 day crew weeks (calculated as 13 full weeks at a ratio of 80% of a standard crew week) + 8 modified community corps weeks (calculated as 12 full weeks at a ratio of 67% of a standard crew week) + .96 short week crew weeks (calculated as 17 full weeks at a ratio of .13 of a standard crew week) + 9.9 individual placement weeks (calculated as 79 full weeks at a ratio of 1/8 of a standard crew week) = 136.4 weeks
  - Sonoran Desert: 187 camping weeks + 45 local crew weeks (calculated as 60 full weeks at a ratio of .75 of a standard crew week) + 30 individual placement weeks (calculated as 240 full weeks at a ratio of 1/8 of a standard crew week) = 262 weeks
  - Southeast Youth Corps: 8 camping weeks = 8 weeks
  - Total = 96.1 Ancestral Lands weeks + 228 Four Corners weeks + 136.4 Los Valles weeks + 262 Sonoran Desert weeks + 8 Southeast Youth Corps weeks = 640.6 total weeks of work

As with 2011 and 2012, the Environmental Stewards program had significant numbers of individual placements in 2013 with 1,773 individual placement weeks. At this level Conservation Legacy felt it was most appropriate to separate out the Environmental Steward costs and base the allocations on the other Conservation Legacy programs.

2. Total Conservation Legacy Expenses by Category. Per its 2013 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	4,166,133	244,581	40,480	4,451,194
Payroll taxes and benefits	722,394	42,410	7,019	771,823
Tools, supplies, gear and incentive	249,520	-	-	249,520
Vehicle repair, insurance, and fuel	301,409	3,075	3,076	307,560
Partnerships (contracts for service)	178,567	-	-	178,567
Vista cost share	175,011	-	-	175,011
Food	136,342	-	-	136,342
Corps member development	200,627	11,779	1,949	214,355
Consultants	89,097	5,230	866	95,193
Staff development and travel	56,698	3,328	551	60,577
Rent	71,867	11,316	1,267	84,450
Professional services	-	61,801	-	61,801
Facility repair and maintenance	42,363	2,487	412	45,262
Utilities	40,834	2,397	397	43,628
Insurance	44,341	453	452	45,246
Office supplies	30,316	1,779	295	32,390
Mortgage interest	41,699	2,448	405	44,552
Recruitment	35,273	-	-	35,273
Tech support	31,738	1,864	308	33,910
Dues and subscriptions	-	21,129	-	21,129
Marketing	13,388	786	130	14,304
Housing	26,758	-	-	26,758
Disaster Relief	45,231	-	-	45,231
Postage	5,307	311	52	5,670
Board administration	-	5,675	-	5,675
All other	13,116	1,145	117	14,378
Depreciation	139,250	8,175	1,353	148,778
<b>Total</b>	<b>6,857,279</b>	<b>432,169</b>	<b>59,129</b>	<b>7,348,577</b>

Conservation Legacy then separated out the costs for the crew-based programs (Ancestral Lands, Four Corners, Los Valles, Sonoran Desert and Southeast Youth Corps) from the Environmental Stewards programs. The chart below shows the break-out of expenses just for the crew-based programs:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Fundraising</u>	<u>Total</u>
	Program	Management	Fundraising	Total
Salaries	3,388,841	198,949	32,927	3,620,717
Payroll taxes and benefits	710,065	41,686	6,899	758,651
Tools, supplies, gear and incentive	235,782	-	-	235,782
Vehicle repair, insurance, and fuel	298,638	3,047	3,048	304,733
Partnerships (contracts for services)	154,939	-	-	154,939
Vista cost share	41,383	-	-	41,383
Food	136,342	-	-	136,342
Corps member development	181,105	10,633	1,759	193,497
Consultants	60,614	3,558	589	64,761
Staff development and travel	45,660	2,680	444	48,784
Rent	60,878	9,586	1,073	71,536
Professional services	-	51,858	-	51,858
Facility repair and maintenance	28,378	1,666	276	30,320
Utilities	36,023	2,115	350	38,488
Insurance	37,666	385	384	38,434
Office supplies	27,429	1,610	267	29,305
Mortgage interest	41,699	2,448	405	44,552
Recruitment	28,949	-	-	28,949
Tech support	27,083	1,591	263	28,936
Dues and subscriptions	-	18,797	-	18,797
Marketing	10,787	633	105	11,525
Housing	26,758	-	-	26,758
Disaster Relief	45,230	-	-	45,230
Postage	4,391	257	43	4,691
Board administration	-	4,830	-	4,830
All other	10,837	946	97	11,880
Depreciation	134,429	7,892	1,306	143,627
<b>Total</b>	<b>5,773,906</b>	<b>365,166</b>	<b>50,235</b>	<b>6,189,308</b>

Conservation Legacy then included the total management and the total fundraising as "admin" and consolidated the other program expenses (except for the "partnerships" category that was pass-through) into the following categories:

	<u>Total</u>
Personnel	3,388,841
Benefits	710,065
Travel	433,067
Equipment	
Supplies	729,713
Contracted	60,614
Training	210,054
Evaluation	
Other	
Admin	415,402
<b>Totals</b>	<b>5,947,756</b>

- Weekly Cost by Category. Conservation Legacy divided the "total Conservation Legacy expenses" by the "total weeks of work" for to get a weekly cost by category to get the following breakdowns:

	<b>Per Week</b>
<b>Personnel</b>	5,290.40
<b>Benefits</b>	1,108.50
<b>Travel</b>	676.07
<b>Equipment</b>	-
<b>Supplies</b>	1,139.17
<b>Contracted</b>	94.63
<b>Training</b>	327.92
<b>Evaluation</b>	-
<b>Other</b>	-
<b>Admin</b>	648.49
<b>Totals</b>	9,285.18

**2014**

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows on the next page. The total weeks for 2014 were 730.6 equivalent non-saw crew weeks, 353 equivalent saw crew weeks, and 2,028 intern weeks.

Conservation Legacy Cost Allocation Methods

Description	Region	Crew/Intern	Hrs Per wk	No. of wks	No. of mbs	No. of fds	Camping or Day?	Saw?	Local ?	Equip. Wks - Crew	EW - Crew - Saw	ES Intern
BIA Monitoring no saw	AL	Crew	40	12	4	1	Day	No saw	No	5.6		
BIA Saw Crew 5 person	AL	Crew	40	20	4	1	Camping	Saw	No		12.5	
BIA Saw Crew 3 person	AL	Crew	40	8	2	1	Day	Saw	No		2.3	
Hubble Farm Crew	AL	Crew	40	24	2	1	Day	No saw	No	6.8		
NMYCC Crew 10 person crew	AL	Crew	40	13	8	2	Day	No saw	No	12.2		
August 675 - Escalante - Alex	CR	Crew	40	17	7	1	Camping	Saw	No		17.0	
August 675 - PEFO - Zack	CR	Crew	40	17	7	1	Camping	No saw	No	17.0		
Camping saw crew - January - Danny	CR	Crew	40	20	7	1	Camping	Saw	No		20.0	
Camping saw crew - January - Matt	CR	Crew	40	20	7	1	Camping	Saw	No		20.0	
Camping trail crew - January - Marina	CR	Crew	40	20	7	1	Camping	No saw	No	20.0		
Camping trail crew - January - Serj	CR	Crew	40	20	7	1	Camping	No saw	No	20.0		
Four person Red Rock Crew	CR	Intern	40	20	4	0	Camping	No saw	No	10.0		
June 300 Kaibab NF Fredonia	CR	Crew	40	6	6	2	Day	No saw	No	4.5		
June 300 Kaibab NF Williams	CR	Crew	40	6	6	2	Day	No saw	No	4.5		
June 300 Verde Valley	CR	Crew	40	6	6	2	Day	No saw	No	4.5		
June 300 YCC - Flagstaff -	CR	Crew	40	6	6	2	Day	No saw	No	4.5		
March 900 Brad	CR	Crew	40	21	6	1	Camping	No saw	No	18.4		
May 450 - Candace	CR	Crew	40	11	7	1	Camping	No saw	No	11.0		
May 450 - Laurel	CR	Crew	40	11	7	1	Camping	No saw	No	11.0		
Oak Creek Four people - Kat	CR	Crew	40	18	3	1	Camping	No saw	No	9.0		
Parks Survey Crew	CR	Crew	40	25	2	0	Camping	No saw	No	6.3		
PEFO YCC Mentors	CR	Crew	40	10	0	2	Day	No saw	No	1.9		
Sept 450 - Trails - Tonto - Alex	CR	Crew	40	11	7	1	Camping	No saw	No	11.0		
Sept 450 - NPS - Kody	CR	Crew	40	11	7	1	Camping	No saw	No	11.0		
Sept 900 - Verde - Matt	CR	Crew	40	12	7	1	Camping	Saw	No		12.0	
Sept 900 Saw - Kat	CR	Crew	40	12	7	1	Camping	Saw	No		12.0	
Sept. 900 - Trails - Laurel	CR	Crew	40	12	7	1	Camping	No saw	No	12.0		
Tusayan IP - Justin	CR	Intern	40	17	1	0	Camping	No saw	No	2.1		
Two person Red Rock Crew	CR	Intern	40	15	2	0	Camping	No saw	No	3.8		
Verde Crew - Alex	CR	Crew	40	8	7	1	Camping	Saw	No		8.0	
Verde Interns - Sling	CR	Crew	40	11	3	1	Camping	No saw	No	5.5		
Verde Saw Crew - Sara	CR	Crew	40	8	7	1	Camping	Saw	No		8.0	
Verde Survey Crew - Sara	CR	Crew	40	25	5	1	Camping	No saw	No	18.8		
WMYC 450 - Daniel	CR	Crew	40	11	5	1	Day	No saw	No	6.2		
WMYC 450 - Ivan	CR	Crew	40	11	5	1	Day	Saw	No		6.2	
WMYC 450 - John	CR	Crew	40	11	5	1	Day	Saw	No		6.2	
ES Interns master	ES	Intern	40	2032	1				No			2028.0
FT Intern	FC	Intern	40	341	1	0	Day	No saw	No	32.0		
High School Day Crew	FC	Crew	32	12	8	2	Day	No saw	No	9.0		
PI Intern	FC	Intern	20	11	1	0	Day	No saw	No	0.5		
PT Intern	FC	Intern	10	16	1	0	Day	No saw	No	0.4		
RCC-Traditional camping crew	FC	Crew	40	194	6	2	Camping	No saw	No	194.0		
S/T-8 person saw crew	FC	Crew	40	58	6	2	Camping	Saw	No		58.0	
VFC 8 person crew	FC	Crew	40	71	6	2	Camping	Saw	No		71.0	
Adult Crew Leader Training Crew 10 per	LV	Crew	40	4	5	5	Camping	No saw	No	5.0		
AgriCorps 6 person Crew	LV	Crew	16	8	5	1	Day	No saw	No	1.8		
Community Corps 12 person Crew (Sagu	LV	Crew	32	16	10	2	Day	No saw	No	14.4		
Connection Corps 8 person Crew	LV	Crew	32	4	6	2	Camping	No saw	No	3.2		
Intern, part time	LV	Intern	32	12	1		Day	No saw	No	0.9		
Intern (full time)	SD	Intern	40	382	1				No	47.8		
Intern, part time (20 hours per week)	SD	Intern	20	14	1				No	0.9		
OYS/Urban Crew	SD	Crew	40	17	5	1	Camping	No saw	No	12.8		
OYS/Urban Crew	SD	Crew	40	132	5	1	Day	No saw	Local	55.7		
OYS/Urban Saw Crew	SD	Crew	40	40	5	1	Day	Saw	Local		16.9	
Traditional camping crew	SD	Crew	40	87	7	1	Camping	No saw	No	87.0		
Traditional camping crew (saws)	SD	Crew	40	17	7	1	camping	Saw	No		17.0	
VFC 6 person crew	SD	Crew	40	24	5	1	Camping	Saw	No		18.0	
VFC 8 person crew	SD	Crew	40	48	7	1	Camping	Saw	No		48.0	
Local Day Crew - AC	SECC	Crew	40	8	6	2	Day	No saw	No	6.0		
Traditional Camping Crew - AC	SECC	Crew	40	8	6	2	Camping	No saw	No	8.0		
Traditional Camping Crew - YCC	SECC	Crew	40	8	12	2	Camping	No saw	No	14.0		
<b>Total</b>										<b>730.6</b>	<b>353.0</b>	<b>2028.0</b>

Conservation Legacy Cost Allocation Methods

2. Total Conservation Legacy Expenses by Category. Per its 2014 annual audit, the total annual expenses for Conservation Legacy were as follows:

<u>Category</u>	<u>Program</u>	<u>Management</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	6,097,559	379,246	19,790	6,496,595
Payroll taxes and benefits	1,187,586	73,864	3,854	1,265,304
Tools, supplies, gear and incentives	361,294	4,779	4,779	370,852
Vehicle repair, insurance, and fuel	468,342	-	-	468,342
Partnerships (contracts for services)	122,229	-	-	122,229
Vista cost share	223,934	-	-	223,934
Food	153,318	-	-	153,318
Corps member development	203,079	12,962	-	216,041
Consultants	104,093	6,644	-	110,737
Staff development and travel	142,816	9,116	-	151,932
Rent	144,528	22,104	3,401	170,033
Professional services	-	83,635	-	83,635
Facility repair and maintenance	32,348	2,064	-	34,412
Utilities	47,381	3,024	-	50,405
Insurance	71,225	727	727	72,679
Office supplies	47,950	3,061	-	51,011
Mortgage interest	31,502	1,960	102	33,564
Recruitment	32,826	-	-	32,826
Tech support	51,928	3,315	-	55,243
Dues and subscriptions	-	17,112	-	17,112
Marketing	14,134	902	-	15,036
Housing	3,174	-	-	3,174
Disaster Relief	7,612	-	-	7,612
Postage	13,246	846	-	14,092
Board administration	-	-	-	-
All other	28,131	6,175	1,315	35,621
Depreciation	165,543	10,296	537	176,376
<b>Total</b>	<b>9,755,778</b>	<b>641,832</b>	<b>34,505</b>	<b>10,432,115</b>

Conservation Legacy then separated out the costs for the crew-based programs (Arizona Conservation Corps, Southeast Conservation Corps, Southwest Conservation Corps) from the Environmental Stewards and VISTA programs. The chart below shows the break-out of expenses just for the crew-based programs:

Conservation Legacy Cost Allocation Methods

Category	CRWS			Total
	Program	Management	Fundraising	
	Program	Management	Fundraising	
Salaries	5,042,217	313,608	16,365	5,372,189
Payroll taxes and benefits	893,998	55,604	2,901	952,503
Tools, supplies, gear and incentives	310,480	4,107	4,107	318,694
Vehicle repair, insurance, and fuel	474,639	-	-	474,639
Partnerships (contracts for services)	81,662	-	-	81,662
Vista cost share	16,740	-	-	16,740
Food	152,534	-	-	152,534
Corps member development	126,708	8,087	-	134,796
Consultants	60,976	3,892	-	64,868
Staff development and travel	65,193	4,161	-	69,355
Rent	118,390	18,106	2,786	139,282
Professional services	-	67,630	-	67,630
Facility repair and maintenance	33,025	2,107	-	35,132
Utilities	39,361	2,512	-	41,873
Insurance	57,318	585	585	58,488
Office supplies	32,325	2,064	-	34,389
Mortgage interest	31,502	1,960	102	33,564
Recruitment	28,186	-	-	28,186
Tech support	38,038	2,428	-	40,467
Dues and subscriptions	-	14,359	-	14,359
Marketing	11,641	743	-	12,383
Housing	2,247	-	-	2,247
Disaster Relief	7,612	-	-	7,612
Postage	5,631	360	-	5,990
Board administration	-	-	-	-
All other	22,582	4,957	1,056	28,595
Depreciation	160,883	10,006	522	171,411
<b>Total</b>	<b>7,813,888</b>	<b>517,277</b>	<b>28,423</b>	<b>8,359,589</b>

Conservation Legacy then included the total management as "admin", didn't include the fundraising and consolidated the other program expenses (except for the "partnerships", "VISTA cost share" and "disaster relief" categories that were pass-through) into the following categories:

	Total
Personnel	5,042,217
Fringe Ben	893,998
Travel	635,522
Equipment	-
Supplies	1,136,139
Contractua	-
Constructi	-
Other	517,277
<b>Total</b>	<b>8,225,152</b>

3. Weekly Cost by Category. Conservation Legacy divided the 'total Conservation Legacy expenses' by the 'total weeks of work' for to get a weekly cost by category to get the following breakdowns:

	Per Week
Personnel	4,653.22
Fringe Benefits	825.03
Travel	586.49
Equipment	-
Supplies	1,048.49
Contractual	-
Construction	-
Other	477.37
Total	7,591

**2015**

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows on the next page. The total weeks for 2015 were 907 equivalent non-saw crew weeks, 355 equivalent saw crew weeks, and 7,525 individual placement weeks. The last two columns of the chart below show the total for individual placement weeks. As with previous years, individual placements who serve in a crew-based program have their weeks converted to crew weeks.



Conservation Legacy Cost Allocation Methods

Description	Region	Crew Intern	Res Per wk	No. of mks	No. of mks	No. of mks	Camping or Day?	Saw?	Notes	Local?	Local Wks - Crew	EW Crew Saw	EW Intern	IN Intern	IN VISTA
<b>BN 11ST1</b>															
OSMRE VISTA	OSMRE	Intern		1829				No saw			0.0	0.0	0.0		1829.0
DOI VISTA	NPS	Intern		897				No saw			0.0	0.0	0.0		897.0
DOI VISTA BLM	BLM	Intern		277				No saw			0.0	0.0	0.0		277.0
DOI VISTA FWS	FWS	Intern		148				No saw			0.0	0.0	0.0		148.0
DOI VISTA BIA TCU	BIA TCU	Intern		344				No saw			0.0	0.0	0.0		344.0
DOI VISTA	USGS	Intern		58				No saw			0.0	0.0	0.0		58.0
Summer Associates		Intern		268				No saw			0.0	0.0	0.0		268.0
<b>BN AC</b>															
Total BN	OSMRE	Intern		3708				No saw	Includes OSMRE AC		0.0	0.0	0.0		3707.7
<b>SECC</b>															
Traditional AC Camping Crew	SECC	Crew	40	48	6	2	Camping	No saw			48.0	0.0	0.0		
Traditional YCC Camping Crew	SECC	Crew	40	6	6	2	Camping	No saw			6.0	0.0	0.0		
YCC Local Day Crew	SECC	Crew	40	6	7	2	Day	No saw		Local	3.8	0.0	0.0		
Great Smoky Mountains NP	SECC	Intern	40	12	8	0	Day	No saw		Local	6.8	0.0	6.8		
Great Smoky Mountains NP	SECC	Intern	40	14	2	0	Day	No saw		Local	2.0	0.0	2.0		
Great Smoky Mountains NP	SECC	Intern	40	15	2	0	Day	No saw		Local	2.1	0.0	2.1		
Great Smoky Mountains NP	SECC	Intern	40	16	2	0	Day	No saw		Local	3.4	0.0	3.4		
John Lake Land Trust	SECC	Intern	40	12	1	0	Day	No saw		Local	0.8	0.0	0.8		
<b>AZCC Field Crews</b>															
Saw Crews	Elapstaff	Crew	40	107	7	1	Camping	Saw	Vende Escalante White Mountain Tribal Forestry AZ Game and Fish		107.0	107.0	0.0		
General Conservation Crews	Elapstaff	Crew	40	125	7	1	Camping	No saw			125.0	0.0	0.0		
Traditional Camping Crew	Elapstaff	Crew	40	132	7	1	Camping	No saw			132.0	0.0	0.0		
Traditional Camping Saw Crew	Elapstaff	Crew	40	36	7	1	Camping	Saw			36.0	36.0	0.0		
YCC 8 Person Crew	Elapstaff	Crew	40	50	7	1	Camping	Saw			50.0	50.0	0.0		
YCC 6 Person Crew	Elapstaff	Crew	40	10	8	1	Camping	Saw			7.5	7.5	0.0		
Red Rock 4 Person Crew - Lostul Creek	Elapstaff	Crew	40	19	4	0	Camping	No saw			9.5	0.0	0.0		
YCC Additional Mentors -40 - PTO	Elapstaff	Crew	40	10	0	2	Camping	No saw			2.5	0.0	0.0		
Coconino NF - 5 people 450 positions	Elapstaff	Crew	40	15	2	1	Camping	No saw	15 weeks with six people		11.2	0.0	0.0		
Coconino NF - 5 people 450 positions	Elapstaff	Crew	40	6	2	1	Camping	No saw	6 weeks with three		2.4	0.0	0.0		
<b>AZCC Local Crews</b>															
White Mountain Program - Fort Apache	Elapstaff	Crew	40	37	6	1	Day	No saw		Local	15.6	0.0	0.0		
YCC	Elapstaff	Crew	40	31	6	2	Day	No saw		Local	17.4	0.0	0.0		
Local Crew	Elapstaff	Crew	40	147	6	1	Day	No saw		Local	70.4	0.0	0.0		
Local Crew - Saws	Elapstaff	Crew	40	6	6	1	Day	Saw		Local	3.6	3.6	0.0		
<b>AZCC Interns</b>															
Grand Cam on Red Rock and Vende Interns	Elapstaff	Intern	40	287	1	0	Camping	No saw		Local	28.9	0.0	28.9		
Individual Placement - Full Time	Elapstaff	Intern	40	405	1	0	Day	No saw		Local	28.5	0.0	28.5		
Individual Placement - Part Time	Elapstaff	Intern	200	29	1	0	Day	No saw		Local	3.0	0.0	1.0		
<b>SECC In Valleys</b>															
Traditional camping crew	Shared	Crew	40	102	6	2	Camping	No saw	\$6200 per week		102.0	0.0	0.0		
YCC 9 person crew	Shared	Crew	40	18	7	2	Camping	Saw	does not include training		20.1	20.1	0.0		
Traditional Saw Crew	Shared	Crew	40	17	6	2	Camping	Saw	\$7200 per week		12.0	12.0	0.0		
12 person Community Corps crew	Shared	Crew	32	4	10	2	Day	No saw		Local	2.7	0.0	0.0		
10 person Community Corps crew	Shared	Crew	32	15	8	2	Day	No saw		Local	9.0	0.0	0.0		
4 person Community Corps farm crew	Shared	Crew	32	8	3	1	Day	No saw		Local	1.8	0.0	0.0		
Intern	Shared	Intern	40	257	1	0	Day	No saw	Total number of weeks for multiple interns	Local	18.1	0.0	18.1		
Intern part time 20 hrs per week	Shared	Intern	200	19	1	0	Day	No saw	Total number of weeks for part time interns	Local	0.7	0.0	0.7		
Intern part time 15 hrs per week	Shared	Intern	15	16	1	0	Day	No saw		Local	0.4	0.0	0.4		
<b>SECC Four Corners</b>															
SECC FC RCC (raduk camping crew)	Shared	Crew	40	80	6	2	Camping	No saw	Includes FC projects that IV crews did but NOT IV projects that FC did FC did 4 weeks of FC RCC projects in 2015		82.0	0.0	0.0		
SECC FC VIL 8 person crew	Shared	Crew	40	50	6	2	Camping	Saw	Does not include 1 unpaid week of work to make up hours for SJNF		50.0	50.0	0.0		
SECC FC SFT crew (includes DRRC)	Shared	Crew	32	33	6	2	Camping	Saw	Includes FC projects that IV crews did but NOT IV projects that FC did		26.4	26.4	0.0		
SECC FC HSCC	Shared	Crew	40	8	8	2	Camping	No saw		Local	7.8	0.0	0.0		
Individual Placements (IT)	Shared	Intern	40	428	1	0	Day	No saw	Includes DRRC Strike Team & TR Route Inventory intern team, both broken up into IPIs. All 2015 IPIs at FC were full time. 30 IPIs included in total	Local	30.1	0.0	30.1		
<b>SECC Ancestral Lands</b>															
AL 5 person camping saw crew	AL	Crew	40	13	4	1	Camping	Saw			8.1	8.1	0.0		
AL 5 person camping weed inventory	AL	Crew	40	29	4	1	Camping	No saw			18.1	0.0	0.0		
AL 5 person camping saw crew	AL	Crew	40	14	4	1	Camping	Saw			9.5	9.5	0.0		
AL Acorn Farm Corps 10 person	AL	Crew	20	20	16	4	Day	No saw		Local	14.1	0.0	0.0		
AL Acorn Farm Corps 2 person	AL	Crew	40	8	2	2	Day	No saw		Local	4.0	0.0	0.0		
AL Acorn Farm Corps 6 person	AL	Crew	40	8	2	4	Day	No saw		Local	4.4	0.0	0.0		
AL Acorn Hiking Club	AL	Crew	40	9	2	2	Day	No saw	2 leaders 1015 volunteers	Local	1.3	0.0	0.0		
AL NPS Native Conservation Corps	AL	Crew	40	9	6	2	Camping	No saw			9.0	0.0	0.0		
AL GADOP community crew	AL	Crew	40	4	10	2	Camping	No saw		Local	4.5	0.0	0.0		
AL NPS Zumwalt Stone Pres 4 person crew	AL	Crew	40	12	3	1	Day	No saw			4.5	0.0	0.0		
AL LPI Community Crew	AL	Crew	40	4	10	2	Day	No saw	No AC	Local	3.4	0.0	0.0		
AL CLCA FRWP 2 person	AL	Crew	40	25	4	1	Camping	Saw			18.6	18.6	0.0		
AL LLMA 8 person	AL	Crew	40	10	6	2	Day	No saw			7.5	0.0	0.0		
AL Hubble Wash Crew 2 person	AL	Crew	40	2	1	1	Day	Saw			0.4	0.4	0.0		
AL Acorn NPS Roving Crew 8 person	AL	Crew	40	9	6	2	Camping	No saw			9.0	0.0	0.0		
Hubble Intern	AL	Intern	40	26	1	0	Day	No saw		Local	1.8	0.0	1.8		
Hubble Crew	AL	Crew	40	13	1	2	Day	No saw		Local	2.7	0.0	0.0		
Hubble partial crew	AL	Crew	40	11	1	1	Day	No saw		Local	1.5	0.0	0.0		
WASO Interns	AL	Intern	40	132	6	1	Day	No saw		Local	55.7	0.0	55.7		
<b>Total</b>											<b>1262.0</b>	<b>355.0</b>	<b>178.2</b>	<b>3707.7</b>	<b>3817.0</b>

2. Total Conservation Legacy Expenses by Category. Per its 2015 annual audit, the total annual expenses for Conservation Legacy were as follows:

<u>Category</u>	<u>Program</u>	<u>agement</u>	<u>ndraising</u>
Salaries	8,793,316	499,683	12,097
Payroll taxes and benefits	1,436,474	81,628	1,976
Tools, supplies, gear and incentives	561,676	-	-
Vehicle repair, insurance, and fuel	423,379	24,059	582
Partnerships (contracts for services)	211,277	-	-
Vista cost share	18,973	-	-
Food	197,867	-	-
Corps member development	299,638	11,980	-
Consultants	135,925	8,136	25,782
Staff development and travel	185,867	10,562	256
Rent	129,401	7,353	178
Professional services	13,300	90,460	-
Facility repair and maintenance	38,487	2,187	53
Utilities	49,860	2,833	69
Insurance	75,423	4,286	104
Office supplies	83,658	4,754	115
Special Project Supplies	86,397	-	-
Background searches	24,032	-	-
Mortgage interest	-	30,389	-
Recruitment	13,194	-	-
Tech support	71,196	4,046	98
Dues and subscriptions	-	29,765	-
Marketing	10,056	571	14
Legal	-	11,541	-
Participant Travel	210,592	-	-
Postage	13,012	739	18
Board administration	-	13,316	-
All other	7,725	14,233	-
Depreciation	194,014	10,909	262
<b>Total</b>	<b>13,284,739</b>	<b>863,430</b>	<b>41,604</b>

Conservation Legacy then separated out the costs for the crew-based programs (Arizona Conservation Corps, Southeast Conservation Corps, Southwest Conservation Corps) from the Stewards Individual Placement programs and from the Preserve America Youth Summit (which are not included in the allocations at all). The chart below shows the break-out of the direct expenses just for the crew-based programs and excludes VISTA cost share and partnership/pass-through expenses:

Conservation Legacy Cost Allocation Methods

<u>Category</u>	<u>Crews</u>
Salaries	5,758,071
Payroll taxes and benefits	1,071,005
Tools, supplies, gear and incentives	517,077
Vehicle repair, insurance, and fuel	412,305
Partnerships (contracts for services)	-
Vista cost share	-
Food	195,875
Corps member development	174,877
Consultants	42,011
Staff development and travel	76,076
Rent	89,939
Professional services	-
Facility repair and maintenance	37,772
Utilities	41,977
Insurance	52,372
Office supplies	57,968
Special Project Supplies	85,261
Background searches	20,658
Mortgage interest	-
Recruitment	10,861
Tech support	54,599
Dues and subscriptions	-
Marketing	7,507
Legal	-
Participant Travel	26,787
Postage	5,139
Board administration	-
All other	6,488
Depreciation	189,231
<b>Total</b>	<b>8,933,856</b>

Conservation Legacy then consolidated the direct program expenses (except for the "partnerships", "VISTA cost share" and "disaster relief" categories that were pass-through) into the following categories:

<u>424</u>	<u>Total</u>
Personnel	5,758,071
Fringe Benefits	1,071,005
Travel	601,536
Equipment	-
Supplies	1,391,195
Contractual	-
Construction	-
Other	-
<b>Total Direct</b>	<b>8,821,808</b>

3. Weekly Cost by Category. Conservation Legacy divided the 'total Conservation Legacy expenses' by the 'total weeks of work' for to get a weekly cost by category to get the following breakdowns, which do not include indirect:

424	er Week
Personnel	4,562.57
Fringe Benefits	848.64
Travel	511.18
Equipment	-
Supplies	1,151.36
Contractual	-
Construction	-
Other	-
<b>Total Direct</b>	<b>7,074</b>

2016

1. Total Paid Weeks of Work. Conservation Legacy determined the total paid weeks of work as follows on the next page. The total weeks for 2016 were 1051 equivalent non-saw crew weeks, 436 equivalent saw crew weeks, and 7,716 individual placement weeks. The last two columns of the chart below show the total for individual placement weeks. As with previous years, individual placements who serve in a crew-based program have their weeks converted to crew weeks.

# Conservation Legacy Cost Allocation Methods

Description	Region	Crew In Item	Men Per Week	No. of Weeks	No. of Miles	No. of Miles	Camping or Over?	Saw?	Notes	Local?	Fish Wks Crew	EW Crew Saw	EW Inmate	STW Inmate	STW VISTA
<b>VFW VISTA</b>															
Total VISTA	OSMRE	Intern						No saw			0.0	0.0	0.0		22.0
<b>VFW AC</b>															
Total ES	OSMRE	Intern		526				No saw	Includes OSMRE AC		0.0	0.0	0.0	526.0	
<b>AJCC Field Crews</b>															
Field Crew - saw	AJCC	Crew	4	182	7		1	Camping	Saw		27.0	172.0	0.0		
Field Crew - no saw	AJCC	Crew	4	102	7		1	Camping	No saw		0.0	0.0	0.0		
VFC 8 Person Crew	AJCC	Crew	4	27	7		1	Camping	Saw		0.0	0.0	0.0		
VFC 4 Person Crew	AJCC	Crew	4	15	4		1	Camping	No saw		0.0	0.0	0.0		
Red Rock RD Frasin OYSI 11 In	AJCC	Crew	4	12	2		0	Camping	No saw		0.0	0.0	0.0		
Red Rock RD Panzer AC State 11 In	AJCC	Crew	4	21	2		0	Camping	No saw		0.0	0.0	0.0		
YCC Additional Mentors - ASD - PEFO	AJCC	Crew	4	101	0		2	Camping	No saw		0.0	0.0	0.0		
Mentors for Prescott NF Summer AC Opportunities	AJCC	Crew	4	7	0		4	Camping	No saw		0.0	0.0	0.0		
<b>AJCC Local Crews</b>															
YCC	AJCC	Crew	4	4	4		0	Days	No saw	Local	0.0	0.0	0.0		
Local Crew - No Saw	AJCC	Crew	4	124	7		1	Days	No saw	Local	0.0	0.0	0.0		
Local Crew - Saw	AJCC	Crew	4	21	7		1	Camping	Saw	Local	0.0	0.0	0.0		
<b>AJCC Interns</b>															
EP - Full time	AJCC	Intern	4	4	1		0	Days	No saw	Local	0.0	0.0	0.0		
EP - Part time	AJCC	Intern	4	4	1		0	Days	No saw	Local	0.0	0.0	0.0		
<b>ACC - Durango</b>															
Traditional camping crew	ACC	Crew	4	165	4		2	Camping	No saw		0.0	0.0	0.0		
Traditional camping crew	ACC	Crew	4	1	4		1	Camping	No saw		0.0	0.0	0.0		
VFC 8 person crew	ACC	Crew	4	66	6		2	Camping	Saw		0.0	0.0	0.0		
Community Corps crew	ACC	Crew	4	4	8		2	Camping	No saw		0.0	0.0	0.0		
Saw Crew	ACC	Crew	4	44	6		2	Camping	Saw		0.0	0.0	0.0		
Intern	ACC	Intern	4	124	1		0	Days	No saw	Local	0.0	0.0	0.0		
<b>ACC - AL</b>															
5 person Traditional camping crew	ACC	Crew	4	95	4		1	Camping	No saw		0.0	0.0	0.0		
5 person Saw Camping Crew	ACC	Crew	4	63	4		1	Camping	Saw		0.0	0.0	0.0		
5 person saw day crew	ACC	Crew	4	208	4		1	Days	Saw		0.0	0.0	0.0		
5 person Day crew	ACC	Crew	4	11	4		0	Days	No saw		0.0	0.0	0.0		
10 P.P.I. day crew	ACC	Crew	4	108	4		0	Days	No saw		0.0	0.0	0.0		
5 person camping crew	ACC	Crew	4	15	1		2	Camping	No saw		0.0	0.0	0.0		
4 person grass area crew	ACC	Crew	4	25	3		1	Days	No saw		0.0	0.0	0.0		
10 person Farm Day Crew	ACC	Crew	4	15	2		1	Days	No saw		0.0	0.0	0.0		
6 person youth camping crew	ACC	Crew	4	18	2		2	Camping	No saw		0.0	0.0	0.0		
AL Interns	ACC	Interns	4	170	1		0	Days	No saw	Local	0.0	0.0	0.0		
Acacia Farm Interns - Part Time	ACC	Interns	4	4	1		0	Days	No saw	Local	0.0	0.0	0.0		
<b>ACC - Solida</b>															
Traditional 8 person camping crew	ACC	Crew	4	102	6		2	Camping	No saw		0.0	0.0	0.0		
Saw Crew 8 person	ACC	Crew	4	164	6		2	Camping	Saw		0.0	0.0	0.0		
VFC 10 person crew	ACC	Crew	4	19	6		2	Camping	Saw		0.0	0.0	0.0		
Community Corps 10 person	ACC	Crew	4	4	6		2	Days	No saw		0.0	0.0	0.0		
Community Corps 12 person	ACC	Crew	4	8	6		2	Days	No saw		0.0	0.0	0.0		
Construction Corps 8 person	ACC	Crew	4	4	6		2	Camping	No saw		0.0	0.0	0.0		
Interns	ACC	Interns	4	413	1		0	Days	No saw	Local	0.0	0.0	0.0		
PT Interns	ACC	Interns	4	4	1		0	Days	No saw	Local	0.0	0.0	0.0		
<b>GAACC</b>															
Summer Fall crews	GAACC	Crew	4	161	6		2	Camping	No saw		0.0	0.0	0.0		
Spring Crew	GAACC	Crew	4	8	2		1	Camping	No saw		0.0	0.0	0.0		
<b>SECC</b>															
Traditional Adult Camping Crew	SECC	Crew	4	22	6		2	Camping	No saw		0.0	0.0	0.0		
Traditional Adult Camping Crew	SECC	Crew	4	12	6		2	Camping	No saw		0.0	0.0	0.0		
Traditional Adult Camping Crew	SECC	Crew	4	12	6		2	Camping	No saw		0.0	0.0	0.0		
Traditional Adult Camping Crew	SECC	Crew	4	1	6		2	Camping	No saw		0.0	0.0	0.0		
YCC	SECC	Crew	4	6	6		2	Camping	No saw		0.0	0.0	0.0		
YCC	SECC	Crew	4	6	6		2	Camping	No saw		0.0	0.0	0.0		
YCC	SECC	Crew	4	6	6		2	Days	No saw		0.0	0.0	0.0		
YCC	SECC	Crew	4	6	6		2	Days	No saw		0.0	0.0	0.0		
Intern	SECC	Interns	4	444	1		0	Days	No saw	Local	0.0	0.0	0.0		
<b>Total</b>											148.1	436.3	172.7	2426.0	2290.0

2. Total Conservation Legacy Expenses by Category. Per its 2016 annual audit, the total annual expenses for Conservation Legacy were as follows:

Conservation Legacy Cost Allocation Methods

Category	Program	Management	Fundraising
Salaries	11,096,295	634,179	9,326
Payroll taxes and benefits	1,851,631	147,124	2,451
Tools, supplies, gear and incentives	497,503		
Vehicle repair, insurance, and fuel	537,695	30,725	569
Partnerships (contracts for services)	165,506		
Vista cost share	8,000		
Food	218,901		
Corps member development	363,863		
Consultants	154,782	750	15,567
Staff development and travel	186,405	29,410	432
Rent	137,412	7,852	145
Professional services	92,481	5,285	98
Facility repair and maintenance	68,393	3,909	72
Utilities	67,037	3,831	71
Insurance	103,831	5,933	110
Office supplies	89,691	5,126	95
Special Project Supplies	39,164		
Background searches	49,630		
Mortgage interest		52,804	
Recruitment	23,382		
Tech support	111,181	6,353	118
Dues and subscriptions		53,305	
Marketing	14,794	845	16
Legal		2,903	
Participant Travel	231,797		
Board administration		14,340	
All other		13,750	
Depreciation	255,319	14,590	270
<b>Total</b>	<b>16,364,693</b>	<b>1,033,014</b>	<b>29,340</b>

Conservation Legacy then separated out the costs for the crew-based programs (Arizona Conservation Corps, Southeast Conservation Corps, Southwest Conservation Corps) from the Stewards Individual Placement programs and from the Preserve America Youth Summit (which are not included in the allocations at all). The chart below shows the break-out of the direct expenses just for the crew-based programs and excludes VISTA cost share and partnership/pass-through expenses:

Conservation Legacy Cost Allocation Methods

Category	Crews
Salaries	6,986,969
Payroll taxes and benefits	1,316,260
Tools, supplies, gear and incentives	460,533
Vehicle repair, insurance, and fuel	533,781
Partnerships (contracts for services)	128,132
Vista cost share	8,000
Food	218,685
Corps member development	145,062
Consultants	64,223
Staff development and travel	93,440
Rent	94,439
Professional services	
Facility repair and maintenance	66,547
Utilities	55,118
Insurance	68,791
Office supplies	64,228
Special Project Supplies	38,678
Background searches	28,132
Mortgage interest	
Recruitment	20,682
Tech support	75,467
Dues and subscriptions	
Marketing	10,247
Legal	
Participant Travel	55,595
Board administration	
All other	
Depreciation	251,914
<b>Total</b>	<b>10,784,924</b>

Conservation Legacy then consolidated the direct program expenses (except for the “partnerships”, “VISTA cost share” and “disaster relief” categories that were pass-through) into the following categories:

424	Total
Personnel	6,986,969
Fringe Benefits	1,316,260
Travel	785,694
Equipment	
Supplies	1,465,594
Contractual	
Construction	
Other	
<b>Total Direct</b>	<b>10,554,518</b>

3. Weekly Cost by Category. Conservation Legacy divided the ‘total Conservation Legacy expenses’ by the ‘total weeks of work’ for to get a weekly cost by category to get the following breakdowns, which do not include indirect:

Conservation Legacy Cost Allocation Methods

<b>424</b>	<b>Per Week</b>
Personnel	4,698
Fringe Benefits	885
Travel	528
Equipment	
Supplies	986
Contractual	
Construction	
Other	
<b>Total Direct</b>	<b>7,097</b>

*Average*

Conservation Legacy averages the most recent fiscal year audited financial statements to get a final cost allocation for the current year without indirect. Given the role of inflation, Conservation Legacy felt it was important to adjust the costs to a common year using the federal government's consumer price index. In addition, Conservation Legacy was able to pull out the specific staff costs as well as other breakdowns, which are included in the summary chart. The following chart shows each year with costs adjusted to 2017 per the consumer price index<sup>1</sup>.

CRWS	Category	Average	2015	2014	2013	2012	2011	2010	2009	2008
7-Year adjt. for inflation to 2016 per CPI										
ES	Per Week									
Salaries/Labor	5,721	Salaries/Labor	5,721	5,500	5,587	6,600	5,584	5,527	5,272	5,862
Travel	553	Travel	553	521	597	678	576	530	499	528
Equipment Use		Equipment Use								
Supplies	968	Supplies	1,250*	1,172	1,052*	1,611*	1,483*	1,226	1,077	1,330
Materials		Materials								
Printing		Printing								
SUBTOTAL	7,242	SUBTOTAL	7,525	7,193	7,216	8,922	7,643	7,283	6,808	7,720
Admin Costs	XX	Admin Costs	XX	XX	XX	XX	XX	XX	XX	XX
TOTAL	7,242	TOTAL	7,525	7,193	7,216	8,922	7,643	7,283	6,808	7,720
Chainsaw/fire		Chainsaw/fire								
adfl supplies	900	adfl supplies	900	995	687	927	1,154	954		
TOTAL	8,142	TOTAL	8,425	8,188	7,903	9,849	8,797	8,237	6,808	7,720
		Remove for saws								
		from supplies	282	280	310	407	308	126		
		Wight percent								
		just saw	0.29		0.28	0.25	0.14	0.07		
		Saw weeks	1,244	354.96	353.00	281.24	172.00	83.00		
	4,813	Personnel	4,813	4,637	4,745	5,365	4,671	4,645	4,823	4,975
	908	Fringe	908	863	812	1,115	910	912	450	887
	1,039	Supplies	1,039	989	840	1,177	1,175	1,117	929	1,165
	56	Contracted	56	34	47	98	78	47	78	57
	156	Training	156	149	145	339	250	62	110	108
	1,642	Stifling	1,642	1,487	1,692	1,910	1,658	1,580		

<sup>1</sup> [http://www.bls.gov/data/inflation\\_calculator.htm](http://www.bls.gov/data/inflation_calculator.htm)



## Conservation Legacy Cost Allocation Methods

Category	Per week									
	Average	2016	2015	2014	2013	2012	2011	2010	2009	2008
Salaries/Labor	5,767	5,679	5,551	5,647	6,704	5,691	5,597	5,364	5,940	5,652
Travel	558	537	524	605	708	588	574	467	535	520
Equipment Use										
Supplies	1,212	1,002	1,181	1,045	1,638	1,511	1,242	1,095	1,348	1,396
Materials										
Printing										
SubTOTAL	7,538	7,218	7,256	7,293	9,050	7,790	7,413	6,926	7,823	7,568
Admin Costs	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
TOTAL	7,538	7,218	7,256	7,293	9,050	7,790	7,413	6,926	7,823	7,568
Chainsaw/fire add'l supplies	841	645	998	657	940	1,176	966			
TOTAL	8,379	7,863	8,254	7,946	9,990	8,966	8,379	6,926	7,823	7,568
Remove for saws from supplies	301	305	331	215	413	314	128			
Weight percent just saw		0.26	0.21	0.21	0.17	0.10	0.05			
Saw weeks	1,680	436.25	354.96	353.00	281.25	172.00	83.00			
Personnel	4,853	4,779	4,680	4,796	5,543	4,764	4,674	4,906	5,041	4,787
Fringe	911	900	871	851	1,161	927	923	458	899	865
Supplies	1,010	845	996	849	1,194	1,198	1,131	945	1,181	1,216
Contracted	54	44	34	47	100	79	48	38	58	90
Training	149	113	151	147	344	234	63	112	109	90
Staffing	1,636	1,573	1,498	1,705	1,931	1,685	1,595			

It is important to note that in 2010, due to the HIRE Act, Conservation Legacy had significantly reduced FICA costs. Since this was such an aberration, Conservation Legacy did not include 2010 in its averages for fringe benefits.

**Chainsaw/Fire Crews.** Conservation Legacy realized that its chainsaw/fire crews have specific expenses around training and chainsaws that are in excess of other crews. All of these costs are included in the "supplies" line.

- In 2011, these expenses totaled \$74,045. Of the 628 equivalent weeks of work in 2011, 83 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$74,045 from \$719,663 to \$645,618. It then divided \$645,618 by 628 equivalent weeks of work to get a revised weekly supply cost of \$1,028 per week, thereby reducing the weekly supply cost by \$118. Conservation Legacy then took the total specific chainsaw/fire expenses (\$74,045) and divided it by 83 weeks for an additional cost for chainsaw/fire crews of \$892/week.
- In 2012, these expenses totaled \$189,448. Of the 643 equivalent weeks of work in 2012, 172 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$189,448 from \$910,549 to \$721,101. It then divided \$721,101 by 643 equivalent weeks of work to get a revised weekly supply cost of \$1,121 per week, thereby reducing the weekly supply cost by \$294. Conservation Legacy then took the total specific chainsaw/fire expenses (\$189,448) and divided it by 172 weeks for an additional cost for chainsaw/fire crews of \$1,101/week.
- In 2013, these expenses totaled \$252,231. Of the 640.6 equivalent weeks of work in 2013, 281.25 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$252,231 from \$1,000,381 to \$748,149. It then divided \$748,149 by 640.6 equivalent weeks of work to get a revised weekly supply cost of \$1,168 per week, thereby reducing the weekly supply cost by \$394. Conservation Legacy then took the total

specific chainsaw/fire expenses (\$252,231) and divided it by 281.25 weeks for an additional cost for chainsaw/fire crews of \$897/week.

- In 2014, these expenses totaled \$224,579. Of the 1,084 equivalent weeks of work in 2014, 353 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$224,579 from \$1,136,139 to \$911,560. It then divided \$911,560 by 731 equivalent weeks of work to get a revised weekly supply cost of \$841 per week, thereby reducing the weekly supply cost by \$207. Conservation Legacy then took the total specific chainsaw/fire expenses (\$224,579) and divided it by 353 weeks for an additional cost for chainsaw/fire crews of \$636/week.
- In 2015, these expenses totaled \$345,460. Of the 1,262 equivalent weeks of work in 2015, 355 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$345,460 from \$1,391,195 to \$1,045,735. It then divided \$1,045,735 by 907 equivalent weeks of work to get a revised weekly supply cost of \$829 per week, thereby reducing the weekly supply cost by \$323. Conservation Legacy then took the total specific chainsaw/fire expenses (\$345,460) and divided it by 355 weeks for an additional cost for chainsaw/fire crews of \$973/week.
- In 2016, these expenses totaled \$276,702. Of the 1,487 equivalent weeks of work in 2016, 436 were chainsaw/fire weeks. To get an accurate accounting of the cost of chainsaw/fire crew weeks, Conservation Legacy first reduced the overall supply cost by \$276,702 from \$1,465,594 to \$1,188,892. It then divided \$1,188,892 by 1051 equivalent weeks of work to get a revised weekly supply cost of \$1,131 per week, thereby reducing the weekly supply cost by \$186. Conservation Legacy then took the total specific chainsaw/fire expenses (\$276,702) and divided it by 436 weeks for an additional cost for chainsaw/fire crews of \$634/week.
- To apply this methodology to the averages, Conservation Legacy adjusted the 2011, 2012, 2013, 2014, 2015 and 2016 numbers for inflation to 2017 numbers using the consumer price index and then averaged the 2011, 2012, 2013, 2014, 2015 and 2016 numbers with weighted averages to get an average amount to reduce the supply cost by an average of \$301 and an average additional cost for chainsaw/fire crews of \$871. Conservation Legacy subtracted \$301/week from the supplies line and added a note that chainsaw/fire crews should add \$871/week to their weekly cost due to specific training and chainsaw expenses associated with their projects. The revised Average weekly costs (before indirect cost rate is applied) are:

	Per Week
Salaries/Labor	5767
Travel	558
Equipment Use	
Supplies	911
Materials	
Printing	
<b>SUBTOTAL</b>	<b>7236</b>
Admin Costs	xxx
<b>TOTAL</b>	<b>7236</b>
Chainsaw/fire add	841
<b>TOTAL</b>	<b>8077</b>

**Different Sized Crews**

When Conservation Legacy fields a crew size different than eight people, it pro-rates all of the items up or down except transportation. The transportation cost is consistent as the crew requires one vehicle no matter how many participants it has.

**Individual Placements.** In 2011, 2012, 2013, 2014, 2015 and 2016, Conservation Legacy separated out the costs for individual placements. In 2011, the individual placement expenses were:

Category	Individual Placements			Total
	Program	Management	Fundraising	
Salaries	453,415	25,580	5,794	484,789
Pay roll taxes and benefits	96,380	5,438	1,232	103,049
Vehicle repair, insurance, and fuel	1,863	19	19	1,901
Partnerships (contracts for services)	19,078	-	-	19,078
Tools, supplies, gear and incentives	5,466	-	-	5,466
Food	3	-	-	3
Vista cost share	403	-	-	403
Corps member development	10,936	617	140	11,693
Rent	5,478	863	97	6,437
Consultants	2,072	117	26	2,216
Staff development and travel	8,005	452	102	8,559
Professional services	-	9,971	-	9,971
Utilities	1,733	98	22	1,853
Office supplies	2,045	115	26	2,186
Mortgage interest	128	7	2	137
Insurance	3,652	37	37	3,727
Tech support	2,701	152	35	2,888
Recruitment	3,713	-	-	3,713
Marketing	1,304	74	17	1,395
Facility repair and maintenance	4	0	0	4
Dues and subscriptions	-	1,248	-	1,248
Postage	536	30	7	573
Interest on loans	122	1	1	124
Program development	(4)	-	-	(4)
All other	286	16	4	306
	626,236	38,530	6,950	671,716
Depreciation	1,833	103	23	1,960
<b>Total</b>	<b>621,154</b>	<b>44,939</b>	<b>7,584</b>	<b>673,676</b>

The salaries/labor cost is directly dependent on the living allowance of the individual placement, which varies greatly so is difficult to allocate. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The allocated costs in 2011 are listed below.

Conservation Legacy Cost Allocation Methods

<u>Category</u>	
Salaries/Labor	187 + IP
Travel	3
Equipment Use	-
Supplies	37
Materials	-
Printing	-
<b>SUBTOTAL</b>	<b>39</b>
Admin Costs	40
<b>TOTAL</b>	<b>79</b>

In 2012, the individual placement expenses were:

<u>Category</u>	<u>Individual Placements</u>			<u>Total</u>
	<u>Program</u>	<u>Management</u>	<u>Raising</u>	
Salaries	565,429	34,207	8,090	607,726
Payroll taxes and benefits	119,136	7,207	1,704	128,048
Tools, supplies, gear and incentive	43,325	-	-	43,325
Vehicle repair, insurance, and fuel	1,253	13	13	1,278
Partnerships (contracts for service)	21,596	-	-	21,596
Vista cost share	680	-	-	680
Food	24	-	-	24
Corps member development	16,248	983	233	17,464
Consultants	4,689	284	67	5,040
Staff development and travel	11,742	710	168	12,620
Rent	2,689	423	47	3,160
Professional services	-	4,924	-	4,924
Facility repair and maintenance	15,064	911	216	16,191
Utilities	1,131	68	16	1,216
Insurance	4,923	50	50	5,024
Office supplies	1,509	91	22	1,622
Mortgage interest	-	-	-	-
Recruitment	6,431	-	-	6,431
Tech support	4,291	259	61	4,612
Dues and subscriptions	-	1,798	-	1,798
Marketing	1,259	76	18	1,353
Special projects	-	-	-	-
Disaster Relief	-	-	-	-
Postage	731	44	11	786
Board administration	-	692	-	692
All other	1,323	365	9	1,697
Depreciation	2,257	137	32	2,426
<b>Total</b>	<b>825,732</b>	<b>53,244</b>	<b>10,757</b>	<b>889,733</b>

The salaries/labor cost is directly dependent on the living allowance of the individual placement, which Conservation Legacy typically directly allocates. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The other allocated costs in 2012 are listed below.

Conservation Legacy Cost Allocation Methods

Category	
Salaries/Labor	202 + IP
Travel	2
Equipment Use	-
Supplies	73
Materials	-
Printing	-
<b>SUBTOTAL</b>	<b>75</b>
Admin Costs	40
<b>TOTAL</b>	<b>116</b>

In 2013, the individual placement expenses were:

Category	Individual Placements			Total
	Program	Management	Fundraising	
Salaries	570,892	33,515	5,547	609,954
Payroll taxes and benefits	135,113	7,932	1,313	144,358
Tools, supplies, gear and incentive	4,466	-	-	4,466
Vehicle repair, insurance, and fuel	1,880	19	19	1,919
Partnerships (contracts for services)	17,709	-	-	17,709
Vista cost share	1,144	-	-	1,144
Food	-	-	-	-
Corps member development	3,827	225	37	4,089
Consultants	6,315	371	61	6,747
Staff development and travel	3,839	225	37	4,101
Rent	8,247	1,299	145	9,691
Professional services	-	8,074	-	8,074
Facility repair and maintenance	13,969	820	136	14,925
Utilities	3,031	178	29	3,239
Insurance	4,830	49	49	4,929
Office supplies	1,453	85	14	1,553
Mortgage interest	-	-	-	-
Recruitment	6,121	-	-	6,121
Tech support	3,174	186	31	3,391
Dues and subscriptions	-	1,717	-	1,717
Marketing	2,066	121	20	2,207
Housing	-	-	-	-
Disaster Relief	-	-	-	-
Postage	424	25	4	453
Board administration	-	622	-	622
All other	533	47	5	585
Depreciation	2,203	129	21	2,354
<b>Total</b>	<b>791,236</b>	<b>55,641</b>	<b>7,470</b>	<b>854,347</b>

The salaries/labor cost is directly dependent on the living allowance of the individual placement, which Conservation Legacy typically directly allocates. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The other allocated costs in 2013 are listed below.

Salaries/Lab	168 + IP
Travel	2.30
Equipment	-
Supplies	35.14
Materials	-
Printing	-
<b>SUBTOTAL</b>	<b>37.44</b>
Indirect Cos	35.60
<b>TOTAL</b>	<b>73.03</b>

In 2014, the individual placement expenses were:

Category	Individual Placements			Total
	Program	Management	Fundraising	
Salaries	715,755	44,517	2,323	762,596
Payroll taxes and benefits	127,499	7,930	414	135,842
Tools, supplies, gear and incentives	7,361	97	97	7,556
Vehicle repair, insurance, and fuel	1,145	-	-	1,145
Partnerships (contracts for services)	30,054	-	-	30,054
Vista cost share	462	-	-	462
Food	53	-	-	53
Corps member development	7,950	507	-	8,458
Consultants	4,291	274	-	4,565
Staff development and travel	26,011	1,660	-	27,671
Rent	4,482	686	105	5,273
Professional services	-	7,371	-	7,371
Facility repair and maintenance	(326)	(21)	-	(347)
Utilities	1,312	84	-	1,395
Insurance	6,696	68	68	6,833
Office supplies	1,797	115	-	1,911
Mortgage interest	-	-	-	-
Recruitment	3,525	-	-	3,525
Tech support	2,022	129	-	2,151
Dues and subscriptions	-	772	-	772
Marketing	1,536	98	-	1,634
Housing	5	-	-	5
Disaster Relief	-	-	-	-
Postage	306	20	-	325
Board administration	-	-	-	-
All other	311	68	15	393
Depreciation	901	56	3	960
<b>Total</b>	<b>943,148</b>	<b>64,432</b>	<b>3,025</b>	<b>1,010,605</b>

The salaries/labor cost is directly dependent on the living allowance of the individual placement, which Conservation Legacy typically directly allocates. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The other allocated costs in 2014 are listed below.

	Per Week
Salaries/Labor	186 + IP
Travel	1
Equipment Use	
Supplies	33
Materials	
Printing	
<b>SUBTOTAL</b>	<b>220 + IP</b>
Indirect Costs	33
<b>TOTAL</b>	<b>253 + IP</b>

In 2015, the direct portion of the individual placement expenses were:

<u>Category</u>	Total IP
Salaries	3,000,829
Payroll taxes and benefits	358,974
Tools, supplies, gear and incentives	44,163
Vehicle repair, insurance, and fuel	11,295
Partnerships (contracts for services)	-
Vista cost share	-
Food	1,974
Corps member development	114,511
Consultants	43,494
Staff development and travel	109,164
Rent	39,072
Professional services	-
Facility repair and maintenance	751
Utilities	7,744
Insurance	21,783
Office supplies	25,030
Special Project Supplies	1,069
Background searches	3,335
Mortgage interest	-
Recruitment	2,323
Tech support	15,989
Dues and subscriptions	-
Marketing	2,475
Legal	-
Participant Travel	62,050
Postage	7,700
Board administration	-
All other	1,223
Depreciation	4,820
<b>Total</b>	<b>3,879,769</b>

The salaries/labor cost is directly dependent on the living allowance of the individual placement, which Conservation Legacy typically directly allocates. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The allocated costs in 2015 are listed below.

<b>CNCS</b>	<b>Per Week</b>
<b>Personnel</b>	398.78
<b>Benefits</b>	47.70
<b>Travel</b>	2.14
<b>Equipment</b>	-
<b>Supplies</b>	37.26
<b>Contracted</b>	5.78
<b>Training</b>	15.53
<b>Evaluation</b>	-
<b>Other</b>	-
<b>Admin</b>	33.44
<b>Totals</b>	540.64

In 2016, the direct portion of the individual placement expenses were:

<b>Category</b>	<b>Total IP</b>
Salaries	4,109,141.58
Payroll taxes and benefits	535,612.13
Tools, supplies, gear and incentives	36,778.60
Vehicle repair, insurance, and fuel	4,394.88
Partnerships (contracts for services)	36,354.33
Vista cost share	0.00
Food	214.80
Corps member development	135,163.78
Consultants	32,751.03
Staff development and travel	92,838.88
Rent	42,733.00
Professional services	0.00
Facility repair and maintenance	1,904.89
Utilities	11,878.86
Insurance	33,877.13
Office supplies	24,759.70
Special Project Supplies	486.00
Background searches	21,492.99
Mortgage interest	0.00
Recruitment	2,690.19
Tech support	34,821.09
Dues and subscriptions	0.00
Marketing	4,411.33
Legal	0.00
Participant Travel	145,682.06
Board administration	0.00
All other	0.00
Depreciation	3,573.03
<b>Total</b>	<b>5,311,560.29</b>



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The salaries/labor cost is directly dependent on the living allowance of the individual placement, which Conservation Legacy typically directly allocates. However, the other costs (travel, supplies, admin) can be allocated along with the staffing costs. The allocated costs in 2016 are listed below.

Category	Per Week
Personnel	412.44
Benefits	53.76
Travel	0.80
Equipment	0.00
Supplies	30.68
Contracted	3.29
Training	13.84
Evaluation	0.00
Other	0.00
Admin	32.44
<b>Totals</b>	<b>547.25</b>

Conservation Legacy then used weighted averages of the 2011, 2012, 2013, 2014, 2015 and 2016 numbers to get the average costs. Given the role of inflation, Conservation Legacy felt it was important to adjust the costs to a common year using the federal government's consumer price index. The following chart shows each year with costs adjusted to 2017 per the consumer price index<sup>2</sup>. Conservation Legacy was also able to separate out the staff costs from the individual placement costs per the chart below:

Category	9-Year adjt. for inflation to 2017 per CPI						
	Average	2016	2015	2014	2013	2012	2011
Salaries/Labor	433	474	458	298	417	462	453
Travel	2	1	2	3	2	2	3
Equipment Use							
Supplies	57	49	60	72	37	78	40
Materials							
Printing							
<b>SUBTOTAL</b>	<b>492</b>	<b>524</b>	<b>520</b>	<b>373</b>	<b>456</b>	<b>542</b>	<b>496</b>
Admin Costs	xx	xx	xx	xx	37	41	42
<b>TOTAL</b>	<b>492</b>	<b>524</b>	<b>520</b>	<b>373</b>	<b>493</b>	<b>583</b>	<b>538</b>
Personnel	379	419	409	262	337	382	374
Fringe	54	55	49	36	80	80	79
Supplies	38	32	38	46	27	60	35
Contracted	5	3	6	8	4	3	3
Training	14	14	16	18	6	15	2
Participant LA	285	322	314	172	261	295	265
Staff costs	94	98	95	90	76	87	108

Taking out the IP living allowance so that it can be entered as an actual, the final averages are:

<sup>2</sup> [http://www.bls.gov/data/inflation\\_calculator.htm](http://www.bls.gov/data/inflation_calculator.htm)

<b>Individual Placements</b>	
9-Year adjt. for inflation to 2017 per CPI	
Category	Per Week
Salaries/Labor	94+IP
Travel	2
Equipment Use	
Supplies	57
Materials	
Printing	
<b>SUBTOTAL</b>	<b>153+IP</b>
Admin Costs	
<b>TOTAL</b>	

**Crew Cost Allocations for Key Funding Sources**

Conservation Legacy consolidated its multi-year average expenses in different groupings to match the budget formats of the Corporation for National & Community Service and Federal Project Partners:

**Corporation for National and Community Service**

Conservation Legacy did not apply the chainsaw/fire distinction to its CNCS cost allocations because it does not separate out these crews from other crews in its CNCS budget requests. Here is the breakdown without indirect costs:

CNCS	Per Week
Personnel	4853
Benefits	914
Travel	558
Equipment	
Supplies	1009
Contracted	54
Training	149
Evaluation	
Other	
Admin	
<b>Totals</b>	<b>7537</b>

**Federal Project Partners**

In addition to the direct costs, Conservation Legacy also determines the value of the in-kind labor contribution of Conservation Legacy participants. Conservation Legacy participants provide an in-kind match based upon the difference between their living allowance and the value of their service as determined by Independent Sector. In its latest report<sup>3</sup>, Independent Sector determined the dollar value of volunteer time to be \$24.14, or \$965.60 for a 40-hour week. Conservation Legacy participants – primarily AmeriCorps members – receive a weekly living allowance averaging \$300 per week. Including FICA and unemployment insurance (required for AmeriCorps members in some states), the value of their living allowance is \$324.75 per week. The difference between the

<sup>3</sup> <https://independentsector.org/resource/the-value-of-volunteer-time/>

Conservation Legacy Cost Allocation Methods

value of their service and their weekly living allowance is \$640.85 per week, meaning that Conservation Legacy provides an additional in-kind match for the six corpsmembers on each standard crew of up to \$2,503.67 per week. However, it limits the match to 25% on its financial plans and project budgets.

The weekly breakdown in the SF 424 budget format (required by DOI and others) showing one typical match scenario for a non-chainsaw/fire crew is as follows:

424	Agency	Match	In-Kind	Total
Personnel	3,636.32	499.49	1,316.23	5,452.04
Fringe Benefits	890.50	124.73		1,015.23
Travel	558.00			558.00
Equipment	0.00			0.00
Supplies - regular allocations	739.05	171.95		911.00
Supplies - chainsaw	0.00			0.00
Supplies - Total	739.05	171.95		911.00
Contractual	0.00			0.00
Construction	0.00			0.00
Other	0.00			0.00
<b>Total Direct</b>	<b>5,823.87</b>	<b>796.18</b>	<b>1,316.23</b>	<b>7,936.27</b>
Basis for indirect	4,734.04	171.95		4,905.99
Indirect	576.13	20.93		597.06
<b>Total</b>	<b>6,400.00</b>	<b>817.10</b>	<b>1,316.23</b>	<b>8,533.33</b>

The weekly breakdown in the US Forest Service budget format is as follows:

USFS	Agency	Match	In-Kind	Total
Salaries/Labor	4,526.82	624.22	1,316.23	6,467.27
Travel	558.00			558.00
Equipment Use	0.00			0.00
Supplies - regular allocations	739.05	171.95	0.00	911.00
Supplies - chainsaw	0.00	0.00	0.00	0.00
Supplies - Total	739.05	171.95	0.00	911.00
Materials	0.00			0.00
Printing	0.00			0.00
Other	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>	<b>5,823.87</b>	<b>796.18</b>	<b>1,316.23</b>	<b>7,936.27</b>
Basis for Indirect	4,734.04	171.95	0.00	4,905.99
Indirect	576.13	20.93	0.00	597.06
<b>TOTAL</b>	<b>6,400.00</b>	<b>817.10</b>	<b>1,316.23</b>	<b>8,533.33</b>

The weekly breakdown in the SF 424 budget format (required by DOI and others) showing one typical match scenario for a chainsaw/fire crew is as follows:

## Conservation Legacy Cost Allocation Methods

424	Agency	Match	In-Kind	Total
Personnel	3,627.89	493.66	1,616.26	5,737.81
Fringe Benefits	958.97	156.01		1,114.98
Travel	558.00			558.00
Equipment	0.00			0.00
Supplies - regular allocations	732.04	178.96		911.00
Supplies - chainsaw	841.00			841.00
Supplies - Total	1,573.04	178.96		1,752.00
Contractual	0.00			0.00
Construction	0.00			0.00
Other	0.00			0.00
<b>Total Direct</b>	<b>6,717.90</b>	<b>828.62</b>	<b>1,616.26</b>	<b>9,162.79</b>
Basis for indirect	5,604.78	178.96		5,783.74
Indirect	682.10	21.78		703.88
<b>Total</b>	<b>7,400.00</b>	<b>850.40</b>	<b>1,616.26</b>	<b>9,866.67</b>

The weekly breakdown in the US Forest Service budget format is as follows:

USFS	Agency	Match	In-Kind	Total
Salaries/Labor	4,586.86	649.66	1,616.26	6,852.79
Travel	558.00			558.00
Equipment Use	0.00			0.00
Supplies - regular allocations	732.04	178.96	0.00	911.00
Supplies - chainsaw	841.00	0.00	0.00	841.00
Supplies - Total	1,573.04	178.96	0.00	1,752.00
Materials	0.00			0.00
Printing	0.00			0.00
Other	0.00	0.00	0.00	0.00
<b>SUBTOTAL</b>	<b>6,717.90</b>	<b>828.62</b>	<b>1,616.26</b>	<b>9,162.79</b>
Basis for Indirect	5,604.78	178.96	0.00	5,783.74
Indirect	682.10	21.78	0.00	703.88
<b>TOTAL</b>	<b>7,400.00</b>	<b>850.40</b>	<b>1,616.26</b>	<b>9,866.67</b>

### Indirect Cost Rate

On December 27, 2017, the Department of the Interior issued a federal indirect cost rate of 12.17% (final for 2016, provisional for 2018) for Conservation Legacy. This rate does not apply to participant living allowances, stipends and wages along with participant-specific travel that can be separated from other travel. A copy of the indirect cost rate agreement is included at the end of the narrative. The cost breakdowns on the previous pages reflect this new indirect rate. As it did in 2017, Conservation Legacy plans to use the federally approved indirect cost rate in conjunction with its cost allocations policy in 2018.



United States Department of the Interior

INTERIOR BUSINESS CENTER  
Indirect Cost Services  
650 Capitol Mall, Suite 7-400  
Sacramento, CA 95814-4706



January 3, 2018

Mr. David Critton, Co-CEO  
Conservation Legacy  
701 Camino del Rio, Suite 101  
Durango, CO 81301-5597

Dear Mr. Critton:

Enclosed is the signed Negotiated Indirect Cost Rate Agreement that was processed by our office. If you have any questions concerning this agreement, please refer to the signature page for the name and contact number of the negotiator.

As a recipient of federal funds, the regulations require you to maintain a current indirect cost rate agreement. For provisional/final indirect cost rates, Indirect Cost Proposals should be submitted on an annual basis, and they are due within six (6) months after the close of your fiscal year. For predetermined rates and approved rate extensions, proposals are due in our office six (6) months prior to the expiration of your current rate agreement. Please note that proposals are processed on a first-in, first-out basis.

Common fiscal year end dates and proposal due dates are listed below:

Fiscal Year End Date	Proposal Due Date
September 30 <sup>th</sup>	March 31 <sup>st</sup>
December 31 <sup>st</sup>	June 30 <sup>th</sup>
June 30 <sup>th</sup>	December 31 <sup>st</sup>

Please visit our website for guidance and updates on submitting future indirect cost proposals. The website includes helpful tools such as a completeness checklist, indirect cost and lobbying certificates, sample proposals, Excel worksheet templates, and links to other websites.

Sincerely,

Craig A. Wills  
Office Chief

Enclosure

Ref: J:\Other (Non-Profit, For Profit)\Nonprofit\Conservation Legacy (Socc788)\FY 16F 18P\Socc-Issue.Itr.16F&18P.docx

Phone: (916) 930-3803  
Fax: (916) 930-3804

Website: <http://www.doi.gov/ibc/services/finance/Indirect-Cost-Services> Email: [ICS@ibc.doi.gov](mailto:ICS@ibc.doi.gov)

**Nonprofit Organization  
Indirect Cost Negotiation Agreement**

EIN: 84-1450808

Organization:

Date: January 3, 2018

Conservation Legacy  
701 Camino del Rio, Suite 101  
Durango, CO 81301-5597

Report No(s): 18-A-0255(16F)  
18-A-0256(18P)

Filing Ref.:  
Last Negotiation Agreement  
dated February 1, 2017

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 apply for fiscal years beginning on or after December 26, 2014 subject to the limitations contained in Section II.A. of this agreement. Applicable OMB Circulars and the regulations at 2 CFR 230 will continue to apply to federal funds awarded prior to December 26, 2014. The rates were negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

**Section I: Rates**

Type	Effective Period		Rate*	Locations	Applicable To
	From	To			
Final	01/01/16	12/31/16	12.17%	All	All Programs
Provisional	01/01/18	12/31/18	12.17%	All	All Programs

\*Base: Total direct costs less capital expenditures, participant support costs, and the portion of subawards in excess of the first \$25,000.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

**Section II: General**

Page 1 of 3

A. Limitations: Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. **Changes:** The rate(s) contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in organizational structure, or changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. **Rate Type:**

1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.

3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment. (Because of legal constraints, predetermined rates are not permitted for Federal contracts; they may, however, be used for grants or cooperative agreements.)

E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.

F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

H. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

I. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. This Negotiation Agreement is entered into under the terms of an Interagency Agreement between the U.S. Department of the Interior and the cognizant agency. No presumption of federal cognizance over audits or indirect cost negotiations arises as a result of this Agreement.

4. Organizations that have previously established indirect cost rates—exclusive of the 10% *de minimis* rate—must submit a new indirect cost proposal to the cognizant agency for indirect costs within six (6) months after the close of each fiscal year.



**Section III: Acceptance**

---

Listed below are the signatures of acceptance for this agreement:

By the Nonprofit Organization:

By the Cognizant Federal Government Agency:

Conservation Legacy  
Grantee/Contractor

U.S. Department of the Interior  
Cognizant Agency

 /s/

\_\_\_\_\_/s/

Signature  
DAVID CRITTON  
Name (Type or Print)

Signature  
Craig A. Wills  
Name

C: - CEO  
Title

Office Chief  
Title

Jan 2, 2018  
Date

Office of Indirect Cost Services  
Title  
U.S. Department of the Interior  
Interior Business Center  
Agency

Negotiated by Elena Chan  
Telephone (916) 930-3824

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b>		<b>CONTACT NAME</b> Kelly Cassidy	
Conservation United		<b>PHONE (A/C, No, Ext):</b> (844)559 8336	<b>FAX (A/C, No):</b> (602)388 8110
PO Box 759		<b>E-MAIL ADDRESS:</b> kcassady@conservationinsurance.com	
Higley AZ 85236		<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>		<b>INSURER A:</b> Philadelphia Indemnity Ins Co	
Conservation Legacy		<b>INSURER B:</b> California Insurance Company	
701 Camino del Rio Ste 101		<b>INSURER C:</b> Tokio Marine Specialty Insurance Company	
Durango CO 81301		<b>INSURER D:</b> California Insurance Company	
		<b>INSURER E:</b> Continental Indemnity Company	
		<b>INSURER F:</b>	


**COVERAGES**      **CERTIFICATE NUMBER:** CL1712100572      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1746455	12/01/2017	03/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 3,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			PHPK1746455	12/01/2017	03/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB609516	12/01/2017	03/01/2019	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	82-529939-01-02	03/01/2017	03/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Pollution Liability			PPK1746811	12/01/2017	03/01/2019	Aggregate 1,000,000 Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
Evidence of Insurance	

## Additional Named Insureds

### Other Named Insureds

Arizona Conservation Corps	Doing Business As
Conservation Corps New Mexico	Doing Business As
Great Appalachian Valley Conservation Corps	Doing Business As
Southeast Conservation Corps	Doing Business As
Southwest Conservation Corps	Doing Business As
Steward:Environmental Stewards & Community Stewards	Doing Business As

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Applied Risk Services, Inc. 10825 Old Mill Rd Omaha, NE 68154 (877) 234-4420		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 234-4420 FAX (A/C, No): (877) 234-4421 EMAIL ADDRESS: PRODUCER CUSTOMER ID #	
<b>INSURED</b> Conservation Legacy dba Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466 CTL 1273 1426958		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Continental Indemnity Co., HAIC #: 28250 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES      CERTIFICATE NUMBER      REVISION NUMBER**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF- (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below			82-529939-01-06	03/01/2018	03/01/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-IFC E. EACH ACCIDENT \$ 1,000,000 E. DISEASE EA EMPLOYEE \$ 1,000,000 E. DISEASE-POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466 Attn: Project Manager	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  1637
--	--



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2018

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PRODUCER  Applied Risk Services, Inc. 10825 Old Mill Rd Omaha, NE 68154  (877) 234-4420	CONTACT NAME:		
	PHONE (A/C, No., Ext): (877) 234-4420	FAX (A/C, No.): (877) 234-4421	
	E-MAIL ADDRESS:		
	PRODUCER CUSTOMER ID #		
INSURED  Conservation Legacy dba Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466  CTL 1273 1426952	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Continental Indemnity Co.		28258
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	\$
	COMMERCIAL GENERAL LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	HIRED AUTOS							\$
	NON-OWNED AUTOS							\$
	UMBRELLA LIAB	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under SPECIAL PROVISIONS below	Y/N		82-529939-01-04	03/01/2018	03/01/2019	X WC STATUTORY LIMITS	OTHER
		N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE-POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

Conservation Legacy  
701 Camino Del Rio  
Ste 101  
Durango, CO 81301-5466  
Attn: Project Manager

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

NPA00110842



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Applied Risk Services, Inc. 10825 Old Mill Rd Omaha, NE 68154  (877) 234-4420	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 234-4420      FAX (A/C, No): (877) 234-4421	
	<b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #</b>	
<b>INSURED</b>  Conservation Legacy dba Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466  CTL 1273 1426953	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> California Insurance Co.	<b>NAIC #</b> 38865
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DEDUCTIBLE</b> <b>RETENTION</b> \$						EACH OCCURRENCE \$ AGGREGATE \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETORS/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y/N		82-529939-01-05	03/01/2018	03/01/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-BA EMPLOYEE \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)							

**CERTIFICATE HOLDER**

Conservation Legacy  
 701 Camino Del Rio  
 Ste 101  
 Durango, CO 81301-5466  
 Attn: Project Manager

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



106468





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2018

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b>  Applied Risk Services, Inc. 10825 Old Mill Rd Omaha, NE 68154  (877) 234-4420	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 234-4420      FAX (A/C, No): (877) 234-4421 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #	
	<b>INSURED</b>  Conservation Legacy dba Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466  CTL 1273 1426958	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Continental Indemnity Co.      NAIC # 28258 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, COVENANT, CONDITION OR AGREEMENT WHICH MIGHT AFFECT THE COVERAGE AFFORDED BY THE POLICIES OF INSURANCE LISTED HEREIN. THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, TO THE EXTENT PERMITTED BY THE POLICIES OF INSURANCE LISTED HEREIN, SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. COVERAGE MAY HAVE BEEN REDUCED OR PAID IN FULL.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PRODUCTS <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ LIMITED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	<input type="checkbox"/> EXCESS <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y/N	N/A	82-529939-01-06	03/01/2018      03/01/2019	<input checked="" type="checkbox"/> TWO STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Conservation Legacy 701 Camino Del Rio Ste 101 Durango, CO 81301-5466 Attn: Project Manager	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  1637
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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
SOUTHWESTERN REGION

  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

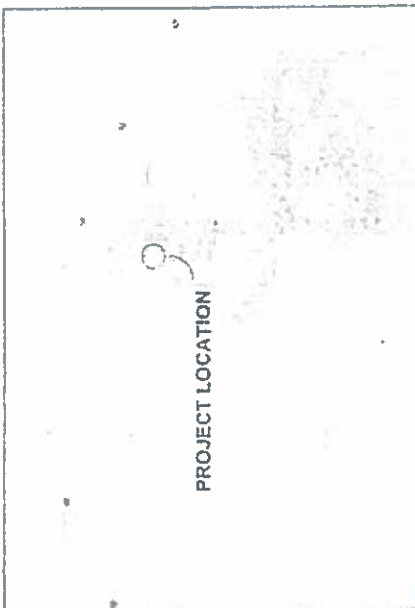
TRAIL CONSTRUCTION PLANS FOR  
ZUNI\_MOUNTAIN\_TRAILS


INDEX


SHEET	SHEET NO.
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PROJECT LOCATION



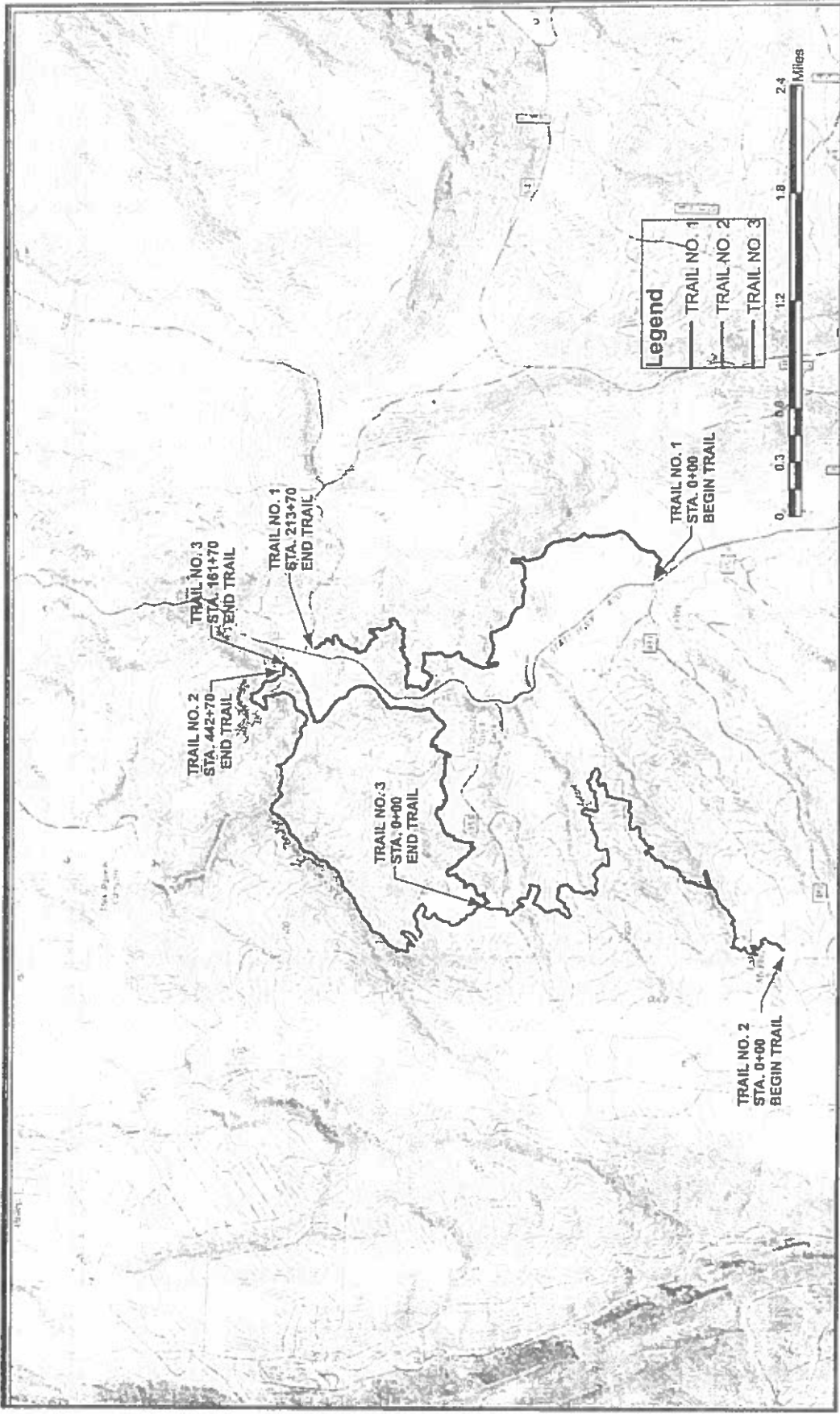
RECOMMENDED BY:  DATE: 5/4/18

FORWARDED BY:  DATE: 5/4/18

APPROVED BY:  DATE: 5/4/18

<u>PROJECT NAME</u>	ZUNI MOUNTAIN TRAILS	<u>SECTION</u>	TTL
<u>PROJECT NO.</u>	900 GENERAL	<u>DATE</u>	NO SCALE
<u>ISSUE NO.</u>	STD_900-01	<u>DATE</u>	06/13/18
<u>ISSUE</u>	1	<u>OF</u>	25





REVISION DATE  
06/13/18

DRAWING NO.  
STD\_900-02

SHEET  
2 OF 25

NO SCALE

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
VICINITY MAP

SECTION  
900 - GENERAL

TYPICAL ID  
VCM

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN



Legend

- TRAIL NO. 1
- TRAIL NO. 2
- TRAIL NO. 3

GENERAL NOTES

- CLEAR AND GRUB TRAILS TO DIMENSIONS, AS SHOWN ON THE DRAWINGS. MAJORITY OF CLEARING IS LIGHT, SLASH DISPOSAL FOR LOGS, STUMPS, AND LIMBS IS SCATTERING DOWNSLOPE OF TRAIL ON FILL SLOPE AND OUTSIDE OF CLEARING LIMITS.
- CONSTRUCT AND RECONSTRUCT OUTSLOPED TRAIL TREAD AS DIRECTED BY THE TRAIL WORK LIST TO DIMENSIONS, AS SHOWN ON THE DRAWINGS, INCLUDING LISTED DRAINAGE STRUCTURES.
  - VERIFY LOCATIONS FOR ALL DRAINAGE STRUCTURES. SHOULD THEY NEED TO BE MOVED OR MORE ARE NEEDED, TO INSURE PROPER DRAINAGE OF TRAIL. ALL DRAINAGE WORK IS INCIDENTAL TO BOTH CONSTRUCTION & RECONSTRUCTION, INCLUDING ANY ADDED STRUCTURES NEEDED FOR PROPER DRAINAGE. ANY LOCATION CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
  - CONSTRUCT NEW TRAILS FOLLOWING MARKED/FLAGGED ROUTE. ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
  - RECONSTRUCT NEW TRAIL FOLLOWING EXISTING TREAD (UNLESS SPECIFIED ELSEWHERE IN THE DRAWINGS). ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
  - FOR ROUTE 1 FROM STA. 0+00 TO 21+00, ROUTE 2 FROM STA. 0+00 TO 4+2+70, AND ROUTE 3 FROM STA. 0+00 TO 161+70 ARE TRAIL WORK THAT WILL BE REQUIRED IS INSTALLATION OF TRAIL NUMBER SIGNS AT THE START AND FINISH.

TYPICAL ID DEFINITIONS

DRAWING NUMBER	TP ID	DRAWING NAME	DRAWING NUMBER	TP ID	DRAWING NAME
STD. 900-01	TL	TRAIL_SKEET	STD. 932-10-01	TPK	TURPKRIP_W/FOUNDATION
STD. 900-02	YCM	YCMRIP_MAP	STD. 932-20-01	TRF	STACKED_ROCK_BARRIER
STD. 900-03	GNL	GENERAL_NOTES	STD. 933-10-01	SFB	MASONRY_ROCK_BARRIER
STD. 900-04	WDL	WORLD_LIST	STD. 933-20-01	MRB	CONCRETE_MASONRY_UNIT_BARRIER
STD. 900-05	L01	LINE_DIAGRAM	STD. 933-20-02	CBC	BARBER_POLE_ON_POST
STD. 900-06	L02	LINE_DIAGRAM	STD. 933-30-01	CBC	CONCRETE_MASONRY_UNIT_BARRIER
STD. 900-07	PP1	P/W_PROFILE_10	STD. 933-40-01	RPB	ROCK_BARRIER_ON_POST
STD. 900-08	PP2	P/W_PROFILE_10	STD. 933-50-01	CDB	CURB
STD. 910-01	ST1	SUMMARY_OF_STAMINES	STD. 934-10-01	WCR	GUARDRAIL
STD. 911-01	TS1/TS2	STANDARD_TRAIL_TERMS	STD. 934-10-02	SP1	STANDARD_PUNCHION
STD. 911-02	TRD/TRC	TYPICAL_CROSS_SECTION_SLOPE_FINISH	STD. 934-20-01	SP2	STANDARD_PUNCHION
STD. 911-03	TRT	TYPICAL_OBSTACLE_CLEARANCE_SECTION	STD. 935-10-01	NCP	NO_DICT_PUNCHION
STD. 911-30-01	CTR	EXISTING_TRAIL_RESTORATION	STD. 935-10-01	LCB	LOG_CRIB
STD. 912-01	CLT	OBLITERATION_OF_TRAILS	STD. 935-20-01	RRW	STACKED_ROCK_RETAINING_WALL
STD. 912-02	CLB	CLEARING_LIMITS_TREES_LOGS	STD. 935-30-01	BRW	GARBON_BASKET_RETAINING_WALL
STD. 913-01	CLC	CLEARING_LIMITS_BRUSHING	STD. 935-40-01	BRW	MASONRY_ROCK_RETAINING_WALL
STD. 913-02	TS3	TYPICAL_SURFACING_SECTION	STD. 935-40-02	CCM	CONCRETE_MASONRY_UNIT_RETAINING_WALL
STD. 913-03	TSR	TYPICAL_SURFACING_SECTION_W/RETAINERS	STD. 936-10-01	CSW	CAST_INPLACE_CONCRETE_WALL
STD. 913-04	HBR	TYPICAL_HARDENED_SURFACING	STD. 936-10-02	HS	INDIVIDUAL_TUMBLER_PAVED_STEP
STD. 913-40-01	GUS	GRID_UNIT_SURFACING	STD. 936-20-01	WRS	WOOD_BLOCK_STEP
STD. 913-50-01	RHS	REPAIR_SURFACING	STD. 936-20-02	OTS	OVERLAPPING_ROCK_STEP
STD. 914-01	CLN	CLUMP_CUTTING	STD. 936-40-01	CRS	OVERLAPPING_TUMBLER_STEP
STD. 915-01	TPK/TPC	TURPKRIP_MAP	STD. 937-10-01	RLC	STAIRCASE
STD. 917-10-01	TRF/TRA	TURPKRIP_MAP	STD. 937-10-01	RLC	STAIRCASE
STD. 917-20-01	RT1	NATURAL_FORD	STD. 938-10-01	SP2	STANDARD_BOARDWALK
STD. 917-20-02	RT2	CONSTRUCTED_ROCK_FORD	STD. 938-10-02	S32	STANDARD_BOARDWALK
STD. 917-30-01	LT1	CONSTRUCTED_ROCK_FORD	STD. 938-20-01	EB1	ELEVATED_BOARDWALK
STD. 917-30-02	LT2	CONSTRUCTED_LOG_FORD	STD. 938-20-02	EB2	ELEVATED_BOARDWALK
STD. 918-10-01	RKF	ROCK FOUNDATIONS	STD. 938-20-03	EB3	ELEVATED_BOARDWALK
STD. 918-20-01	CBF	GARBON BASKET FOUNDATIONS	STD. 938-20-04	EB4	ELEVATED_BOARDWALK
STD. 918-30-01	CBF	CRIB FOUNDATIONS	STD. 938-30-01	SWR	STEP_N_RUN
STD. 918-40-01	CBF	GEOSYNTHETIC FOUNDATIONS	STD. 941-10-01	PWF	POST_N_WIRE_FENCE
STD. 918-50-01	CBF	CONDUITY FOUNDATIONS	STD. 941-20-01	PRF	POST_N_RAIL_FENCE
STD. 921-10-01	CVN	STANDARD_CULVERTS	STD. 941-30-01	WVF	WOVEN_WIRE_FENCE
STD. 921-20-01	CVN	STANDARD_CULVERTS_W/HEADWALLS	STD. 941-40-01	JJF	JACK_LEG_FENCE
STD. 921-30-01	RCV	ROCK_CULVERT	STD. 941-50-01	SWF	STACKED_RAIL_WORU_FENCE
STD. 921-40-01	TCV	TREATED_TUMBLER_BOX_CULVERT	STD. 942-10-01	WRG	WIRE_GATE
STD. 921-50-01	OTD	OPEN_TOP_DRAIN	STD. 942-10-02	WRG	WIRE_GATE
STD. 921-60-01	ACV	ARCH_CULVERT	STD. 942-20-01	USG	WOOD_SPRING_GATE
STD. 921-70-01	LCV	LOG_CULVERTS	STD. 942-20-02	WSC	WOOD_SPRING_GATE
STD. 922-10-01	TRB	TREATED_TUMBLER_BOX	STD. 942-30-01	LRG	LOOSE_RAIL_GATE
STD. 922-20-01	TRB	TREATED_TUMBLER_BOX	STD. 942-40-01	LRG	LOOSE_RAIL_GATE
STD. 922-30-01	BRB	BRICK_BARRIER	STD. 942-40-02	ACZ	ACCESSIBLE_MISSING_GATE_ON_FENCE
STD. 923-10-01	RSP	ROCK_SPLURWAY	STD. 942-50-01	CHZ	ACCESSIBLE_MISSING_GATE_ON_FENCE
STD. 924-10-01	RUD	ROCK_UNDERDRAIN	STD. 944-10-01	STL	STAKES
STD. 924-20-01	SUD	SHEET_UNDERDRAIN	STD. 945-10-01	BLD	BOLLARDS
STD. 925-01	TS5	TYPICAL_SWITCHBACK_SECTION	STD. 950-01	SWM	SCHMIDT MARKERS
STD. 926-01	BRM	BERM	STD. 951-01	LN	LOCATION_SIGN_INFORMATION
STD. 927-10-01	DD1	DRAIN_PIPE_DETAILS	STD. 951-02	SP1	SIGN_POST_INSTALLATION
STD. 928-10-01	DD2	DRAIN_PIPE_DETAILS	STD. 952-01	RTM	ROUTE_MARKERS
STD. 931-10-01	SW1	SWITCHBACK_TYPE_1	STD. 953-01	RSW	REASSURANCE_MARKER
STD. 931-20-01	SW2	SWITCHBACK_TYPE_2	STD. 955-01	RCC	ROCK_CARPAS_CONSTRUCTION
STD. 931-30-01	SW3	SWITCHBACK_TYPE_3	STD. 981-01	SUF	SEEDING_MULCHING_FERTILIZING

DRAWING NO. **STD\_900-03**  
SHEET **3** OF **25**

REVISION DATE **06/13/18**  
**NO SCALE**

TYPICAL D **GNT**

**GENERAL NOTES**  
900 - GENERAL

DRAWING NAME **ZUNI MOUNTAIN TRAILS**  
SECTION **CIBOLA NATIONAL FOREST**  
PROJECT NAME & LOCATION **MOUNT TAYLOR RANGER DISTRICT**

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
**STANDARD TRAIL PLAN**

## SUMMARY OF QUANTITIES

PAY ITEM NO.	DESCRIPTION	TRAIL LENGTH			UNIT	STA. TO STA.	3	XXX	XXX	XXX	XXX	XXX	PROJECT TOTAL	COMMENTS
		TRAIL NO.	1	2										
90701	MOBILIZATION		4.05											
91101	CONSTRUCTION OF NEW TRAIL		21.00	44770		16170						81840		
91102	RESTORATION OF EXISTING TRAIL													
91103	EXISTING TRAIL RESTORATION													
91104	BLOCK AND OUTRIG TRAIL USER DETRIED TRAIL													
91201	CLEARING - LOGS/TREES													
91202	CLEARING - BRUSH													
91301	SURFACE REPAIR													
91401	CONSTRUCT / RESTORE CLIMBING TURNS													
91402	RECONSTRUCT / RESTORE CLIMBING TURNS													
91701	MAINTAIN NATURAL TORO													
92101	CONSTRUCT ROCK CULVERT													
92201	CONSTRUCT ROCK WATERBAY													
92301	CONSTRUCT ROCK SPILLWAY													
92401	CONSTRUCT DRINK DITCH													
92501	CONSTRUCT CHECK DAM													
93101	CONSTRUCT SWITCHBACK													
93501	CONSTRUCT ROCK RETAINING WALL													
93502	CONSTRUCT ROCK RETAINING WALL													
94101	MAINTAIN CATTLEGUARD FENCE CROSSING													
94201	BYPASS GATE													
94202	MAINTAIN BYPASS GATE													
94301	CATTLEGUARD INSTALLATION (GOV. FURNISHED)													
95101	SIGN AND POST INSTALLATION													
95102	MAINTAIN EXISTING SIGN													
95201	INSTALL ROUTE NUMBER SIGNS (GOV. FURNISHED)													
95301	REASSURANCE MARKER (GOV. FURNISHED)													
95501	CONSTRUCT ROCK CABIN													

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

**STANDARD TRAIL PLAN**

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT**

ISSUANCE DATE  
**06/13/18**

SECTION  
**806 - MEASUREMENT & PAYMENT**

TYPICAL #  
**500**

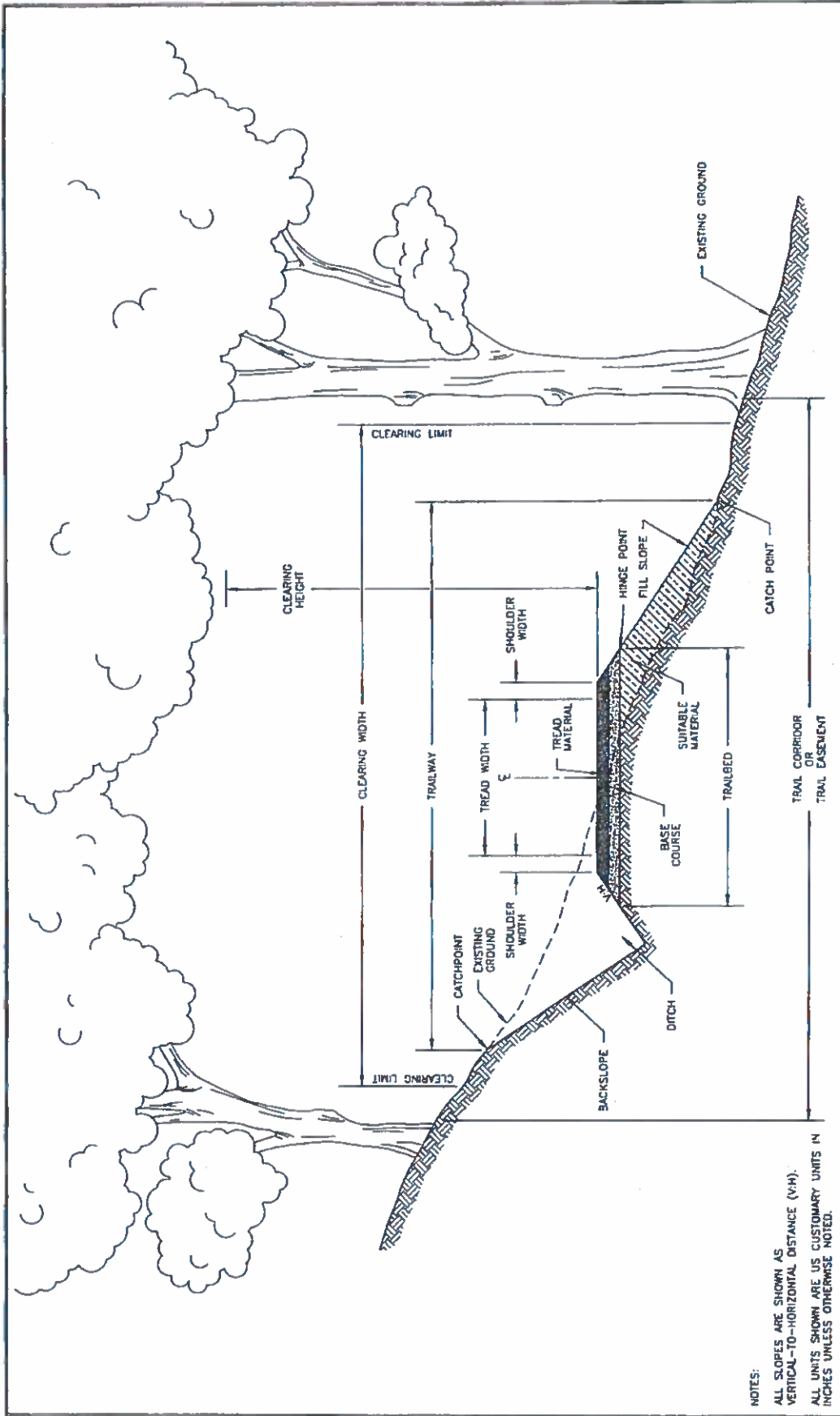
ISSUANCE DATE  
**06/13/18**

SECTION  
**806 - MEASUREMENT & PAYMENT**

TYPICAL #  
**500**

STANDARD  
**STD 906-01**

SHEET  
**4** OF **25**



NOTES:  
 ALL SLOPES ARE SHOWN AS  
 VERTICAL-TO-HORIZONTAL DISTANCE (V:H).  
 ALL UNITS SHOWN ARE US CUSTOMARY UNITS IN  
 INCHES UNLESS OTHERWISE NOTED.

DRAWING NO. **STD\_910-01**  
 SHEET **5** OF **25**

REVISION DATE **06/13/18**  
 NOT TO SCALE

DRAWING TITLE **STANDARD TRAIL TERMS**  
 SECTION **910 - TRAILWAY**  
 TYPICAL ID **STT**

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS  
 CIBOLA NATIONAL FOREST  
 MOUNT TAYLOR RANGER DISTRICT**

U.S. DEPARTMENT OF AGRICULTURE  
 FOREST SERVICE  
**STANDARD TRAIL PLAN**



TYPICAL TRAIL TREAD AND SHOULDER WIDTH

TYPICAL ID	SECTION TYPE	TREAD FINISH	TREAD WIDTH	SHOULDER UPHILL	SHOULDER DOWNHILL	COMMENTS
	ALL	T1	24*	6	6	HIKING, MT. BIKING AND EQUESTRIAN * FOR PRECIPICES INCREASE TO 48IN

TREAD CROSS SLOPE

TYPICAL ID	OUTSLOPE	INSLOPE	CROWNED SECTION	COMMENTS
TCS-1	3%	N/A	N/A	TYPICAL UNLESS OTHERWISE STAKED

SLOPE AND TRAILBED FINISH

TREAD FINISH	ROOTS	LOOSE ROCK	EMBEDDED ROCK	COMMENTS
T1	1	1	3	X
T2				
T3				
T4				
T5				
T6				

TRAILBED AND SLOPE FINISH

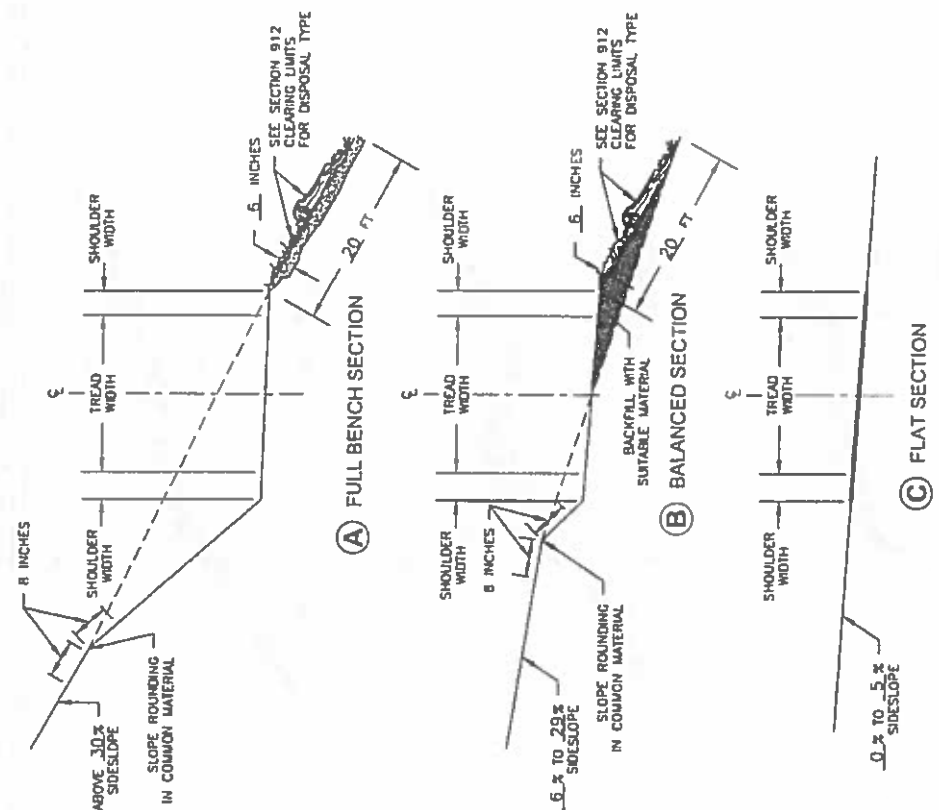
**SLOPE FINISH**  
REMOVE ROOTS THAT PROTRUDE FROM THE BACKSLOPE WITH DIAMETERS GREATER THAN SHOWN IN THE SLOPE AND TRAILBED FINISH TABLE.

**TRAILBED FINISH**  
REMOVE LOOSE ROCK ON THE TRAILBED WITH A DIMENSION GREATER THAN SHOWN IN THE SLOPE AND TRAILBED FINISH TABLE.

REMOVE OR REDUCE EMBEDDED ROCK THAT PROTRUDES MORE THAN THE DIMENSIONS SHOWN IN THE SLOPE AND TRAILBED FINISH TABLE.

- NOTES:
- SLASH CONSISTS OF LOGS, LIMBS, BRUSH, AND ROCKS PLACED RANDOMLY IN A WAY TO CAUSE SEDIMENT MOVEMENT.
  - LUMB ALL TREES AND SHRUBS AND TAMP SLASH INTO GROUND SO THAT BOX OF SLASH IS IN CONTACT WITH THE GROUND.

TYPICAL TRAIL CROSS SECTIONS



U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
TYPICAL CROSS SECTION & SLOPE FINISH

SECTION  
911 - TREAD AND PRISM

DESIGNED BY  
TS/FTCS

REVISION DATE  
06/13/18

NO SCALE

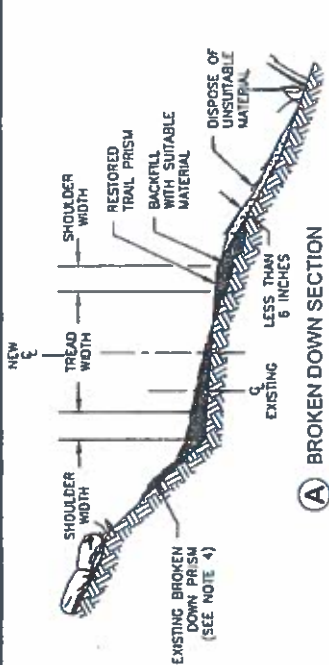
DRAWING NO.  
STD\_911-01

SHEET  
6 OF 25

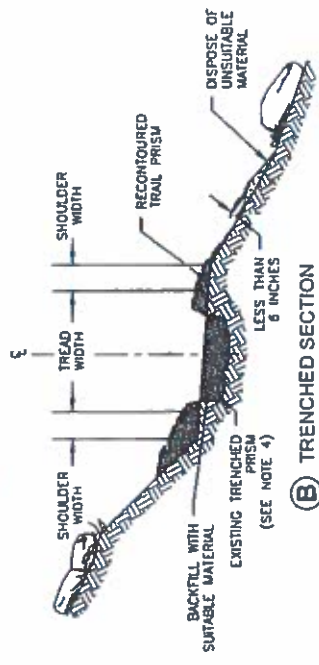
EXISTING TRAIL RESTORATION

TYPICAL ID	SECTION TYPE	TREAD WIDTH	SHOULDER WIDTH		COMMENTS
			UPHILL	DOWNHILL	
	ALL	24	6	6	HIKING, MT. BIKING, EQUESTRIAN

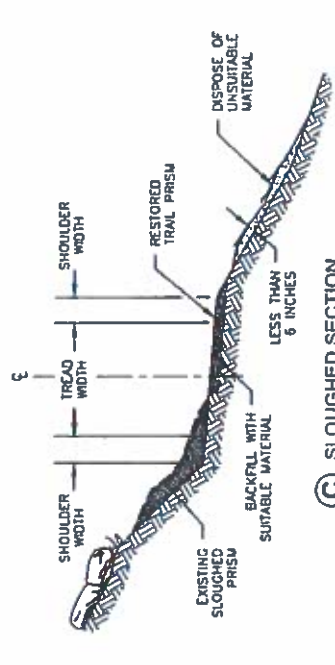
- NOTES:
1. RE-ESTABLISH ORIGINAL DRAINAGE STRUCTURES TO MATCH NEW TREAD SURFACE.
  2. INSTALL CHECK DAMS, DRAINAGE DIPS OR OTHER DRAINAGE STRUCTURES WHEN SPECIFIED.
  3. DRAINAGE DIPS WILL BE STAKED IN THE FIELD WHEN REQUIRED AND WILL BE PAID SEPARATELY UNDER SECTION 927.
  4. USE ONLY SUITABLE MATERIAL TO CONSTRUCT RESTORED TRAIL PRISMS. DISPOSE OF UNSUITABLE MATERIAL AS SHOWN ON PLANS.
  5. SEEDING, FERTILIZING & MULCHING WHEN REQUIRED WILL BE PAID UNDER SECTION 991.



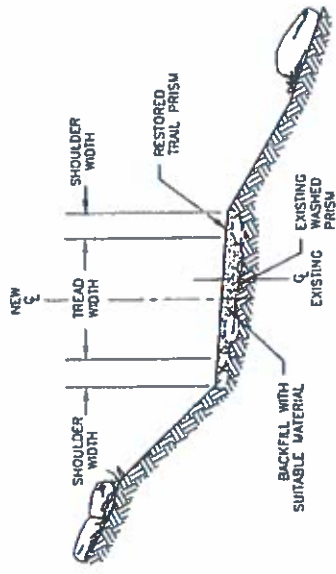
(A) BROKEN DOWN SECTION



(B) TRENCHED SECTION



(C) SLOUGHED SECTION



(D) WASHED SECTION

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT**

STANDARD TRAIL PLAN

---

SECTION  
911 - TREAD AND PRISM

EXISTING TRAIL RESTORATION

TYPICAL ID  
ETR

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REVISION DATE  
06/13/2018

NO SCALE

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DRAWING NO.  
STD\_911-30-01

NO SCALE

7 OF 25



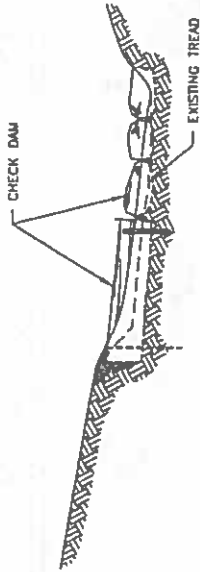
TRAIL OBLITERATION

TYPICAL ID	SECTION TYPE	LENGTH	COMMENTS
	A-C	50	SCARIFY BACK AND OBLIT. FOR 50'

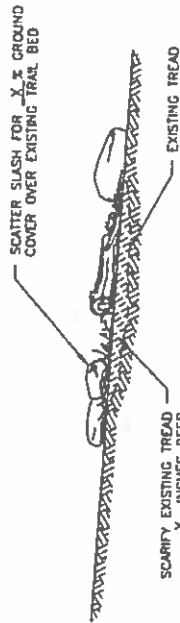
N/A WHEN NOT APPLICABLE  
 \*\*\*FOR CHECK DAM SEE SHEET STD\_928-01

CHECK DAM SPACING

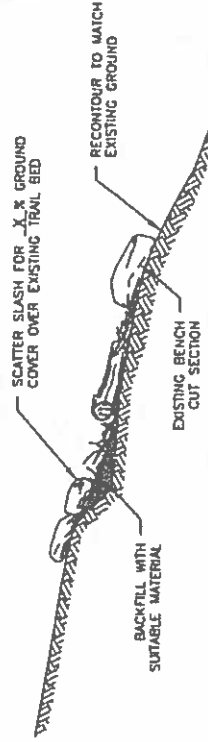
DRAINAGE GRADE %	DRAINAGE SPACING (FEET)
<3	OCCASIONAL
3-7	50
8-12	25
>12	15



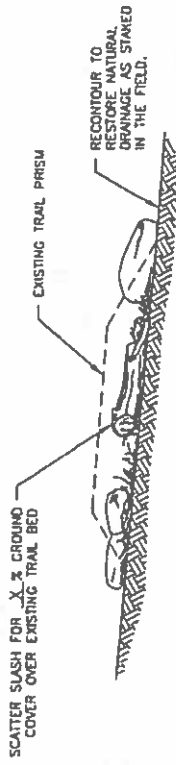
**A** CHECK DAM SECTION



**B** SCARIFICATION AND SLASH PLACEMENT SECTION



**C** RECONTOUR & SLASH PLACEMENT SECTION



**D** RESTORE NATURAL DRAINAGE SECTION

- NOTES:
1. SLASH CONSISTS OF LOGS, LIMBS, BRUSH, AND ROCKS PLACED IN A WAY TO CATCH SEDIMENT MOVEMENT.
  2. SLASH TO BE SPREAD RANDOMLY ACROSS TRAIL BED. DO NOT SPREAD PARALLEL TO TRAIL SURFACE.
  3. LIMB ALL TREES AND SHRUBS AND TAMP SLASH INTO GROUND SO THAT 80% OF SLASH IS IN CONTACT WITH THE GROUND.
  4. DRAINAGE DIPS WILL BE STAKED IN THE FIELD WHEN REQUIRED AND WILL BE PAID SEPARATELY UNDER SECTION 927.
  5. SEEDING, FERTILIZING & MULCHING WHEN REQUIRED WILL BE PAID UNDER SECTION 981.

U.S. DEPARTMENT OF AGRICULTURE  
 FOREST SERVICE  
**STANDARD TRAIL PLAN**

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS  
 CIBOLA NATIONAL FOREST  
 MOUNT TAYLOR RANGER DISTRICT**

DRAWING NAME  
**OBLITERATION OF TRAILS**

SECTION  
**911 - TREAD AND PRISM**

TYPICAL ID  
**OBT**

DRAWING NO.  
**STD\_911-60-01**

REVISION DATE  
**06/13/18**

NO SCALE

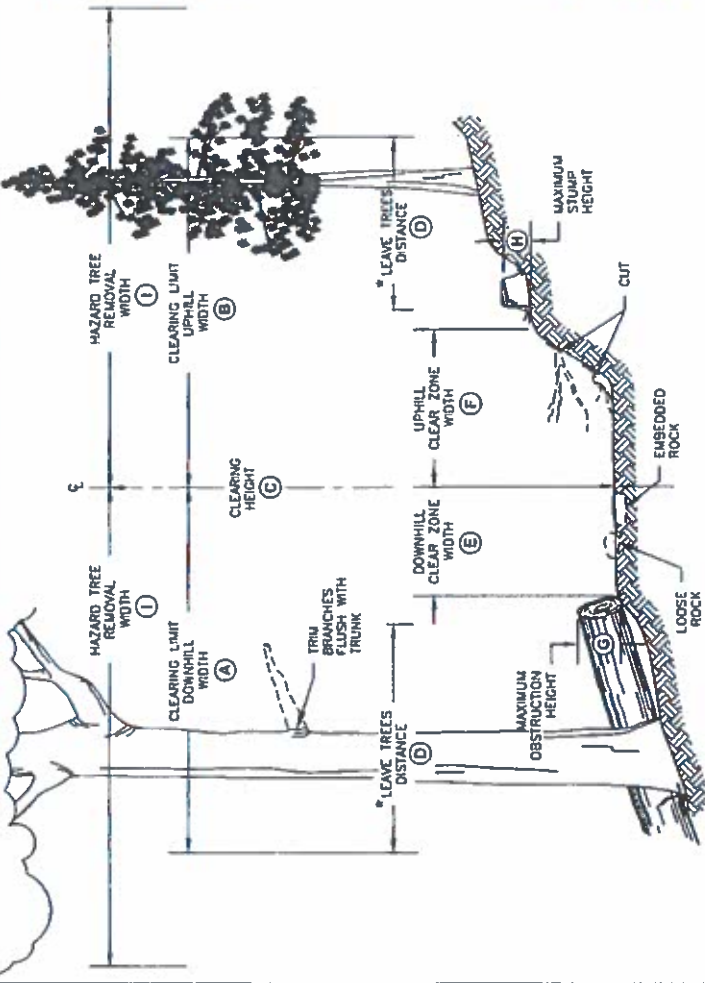
REVISION DATE  
**06/13/18**

NO SCALE

SHEET  
**8** OF **25**

CLEARING LIMITS - TREES AND LOGS

TYPICAL ID	CLEARING LIMITS		# LEAVE TREES		CLEAR ZONE		STUMPS		DISPOSAL METHOD	COMMENTS	
	DOWNHILL WIDTH (A)	UPHILL WIDTH (B)	CLEARING HEIGHT (C)	DISTANCE (D)	DIAMETER (INCHES) (E)	UPHILL WIDTH (F)	DOWNHILL WIDTH (G)	MAXIMUM HEIGHT (H)			HAZARD TREE REMOVAL WIDTH (I)
C X	4FT	4FT	10FT	4	10	24IN	3IN	9IN	45FT	D 2	X



CLEARING METHOD

CLEARING TYPE	CLEARING METHOD	COMMENTS
C1	NEW CONSTRUCTION	TREES, PRUNING, & BRUSH
C2	CLEARING LIMIT RESTORATION	TREES, PRUNING, LOGS, BRUSH & MAINTENANCE
C3	TRAIL OPENING	LOGGING OUT, LOOSE ROCK & DRAINAGE CLEARING
C4	HAZARD TREE REMOVAL	ALONG TRAIL CORRIDOR
C5	HAZARD TREE REMOVAL	INDIVIDUAL (AS MARKED)
C6	LOOSE ROCK & ROOT REMOVAL	X
C7	X	X

LEAVE TREES. LEAVE TREES SHOULD BE LIVE SOUND & UNDAUNAGED WITH UNCOMPROMISED ROOT SYSTEMS.

HAZARD TREES. HAZARD TREES ARE TREES THAT ARE STANDING OR LEANING DEAD TREES LARGER THAN 8 INCHES IN DIAMETER AND GREATER THAN 90 FEET IN HEIGHT.

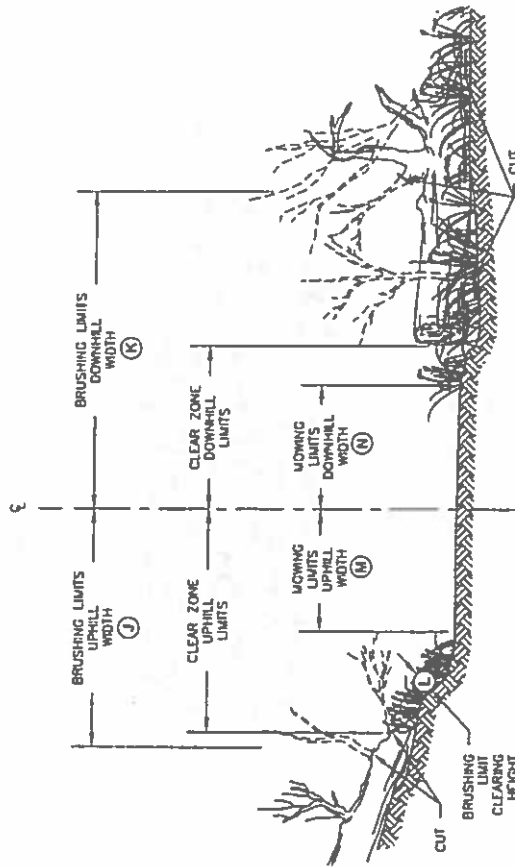
DISPOSAL METHOD

DISPOSAL TYPE	DISPOSAL METHOD	COMMENTS
D1	LOP AND SCATTER OUTSIDE TRAILWAY	
D2	LOP AND SCATTER ON FILL SLOPE	EXCESS DEBRIS - ACCORDING TO D1
D3	PILE AND BURN	
D4	CHIP	
D5	HAUL TO DISPOSAL SITE	
D6	X	X



CLEARING LIMITS - BRUSHING

TYPICAL ID	BRUSHING LIMITS		MOWING LIMITS		DISPOSAL METHOD	COMMENTS
	UPHILL WIDTH (J)	DOWNHILL WIDTH (K)	UPHILL WIDTH (M)	DOWNHILL WIDTH (N)		
C9	5KT	5KT	10FT		D2	HIKING, MT. BIKING, EQUESTRIAN



CLEARING METHOD

CLEARING TYPE	CLEARING METHOD	COMMENTS
C9	BRUSHING	X
C10	MOWING	
C11	X	

DISPOSAL METHOD

DISPOSAL TYPE	DISPOSAL METHOD	COMMENTS
D1	LOP AND SCATTER OUTSIDE TRAILWAY	X
D2	LOP AND SCATTER ON FILL SLOPE	
D3	PILE AND BURN	
D4	CHIP	
D5	HAUL TO DISPOSAL SITE	
D6	X	

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS**  
**CIBOLA NATIONAL FOREST**  
**MOUNT TAYLOR RANGER DISTRICT**

DRAWING NAME  
**CLEARING LIMITS - BRUSHING**

SECTION  
912 - CLEARING LIMITS

TYPICAL ID  
CLB

REVISION DATE  
06/13/18

NO SCALE

DRAWING NO.  
STD\_912-02

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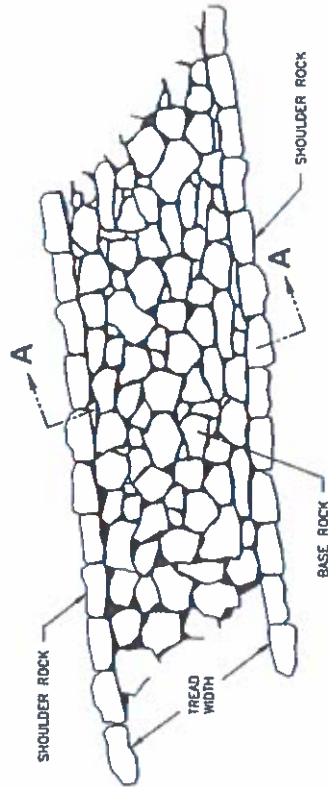
**RIPRAP SURFACING**

TYPICAL ID	TREAD WIDTH	GEOTEXTILE TYPE	LEVELING COURSE TYPE	MINIMUM ROCK SIZE		COMMENTS
				SHOULDER ROCK (LBS)	BASE ROCK (LBS)	
	X	X	LX	X	X	X

N/A WHEN NOT SPECIFIED

**LEVELING COURSE MATERIAL**

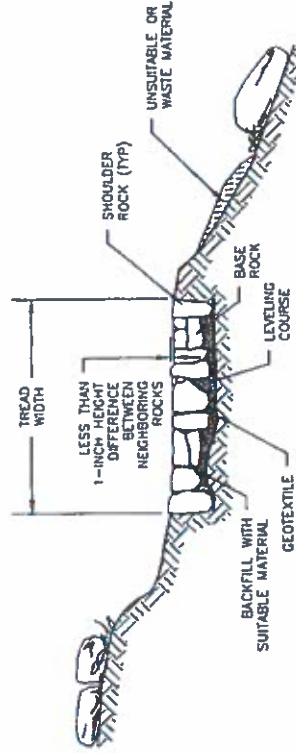
TYPE	MATERIAL	GRADATION	COMMENTS
L1	PI TRUN	X	X
L2	AGGREGATE	X	
L3	X	X	



**PLAN VIEW**

**NOTES:**

1. REMOVE AND DISPOSE OF DUFT AND TOP ORGANIC LAYERS DOWN TO MINERAL SOIL.
2. PROVIDE ORGANIC-FREE BACKFILL MATERIAL WHERE SHOWN ON DRAWINGS FOR LEVELING AND SUPPORT OF BASE ROCK.
3. LAY ROCK WITH A MINIMUM OF 3 POINTS OF CONTACT WITH ADJACENT ROCKS.
4. LAY ROCKS IN A RANDOM ARRANGEMENT.
5. FILL VOIDS WITH BROKEN ROCK OR SUITABLE BACKFILL.



**SECTION A-A**



U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

PROJECT NAME & LOCATION

ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NUMBER

**RIPRAP SURFACING**

SECTION

913 - SURFACING

TYPICAL OF

RRS

REVISION DATE

06/13/18

DRAWING NO.

STD\_913-50-01

SHEET

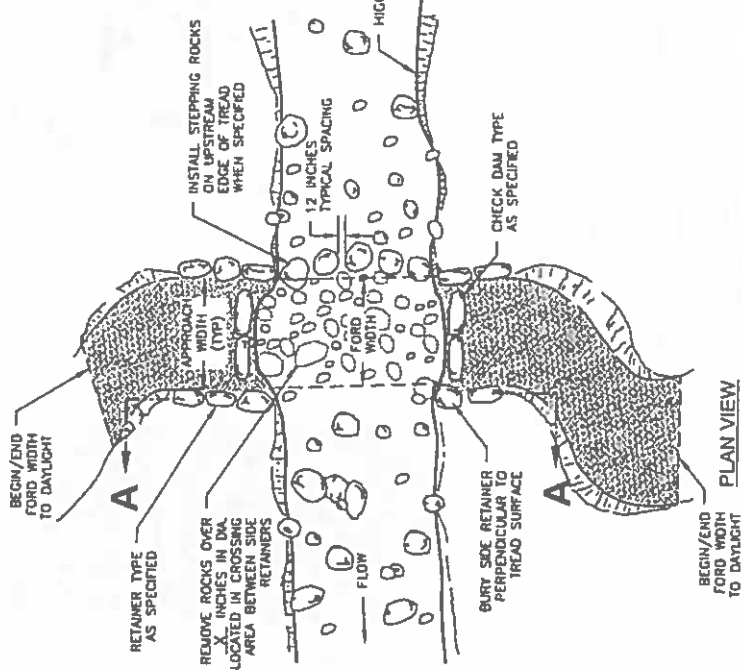
11 OF 25

NO SCALE

NATURAL FORD STRUCTURE

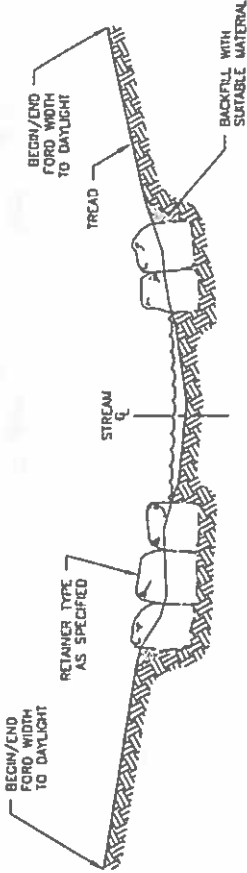
TYPICAL ID	APPROACHES		SIDE RETAINERS*		CHECK DAM** TYPE	MINIMUM ROCK SIZE	COMMENTS
	FORD WIDTH	GRADE	TYPE	SIZE			
	36IN	EXISTING	S1	N/A	ROCK	100	RESET/REPLACE LOOSE/MISSING STEP AND RETAINER ROCK REMOVE ANY OVERSIZE ROCK FROM TREAD
	36IN	EXISTING	ROCK	10IN	ROCK	100	

N/A WHEN NOT APPLICABLE  
 \*\*FOR TYPICAL RETAINERS SEE SHEET STD\_911-03  
 \*\*\*FOR CHECK DAM SEE SHEET STD\_926-01

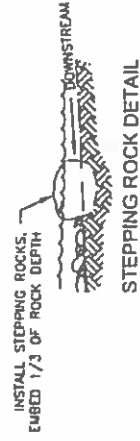


SURFACE COURSE MATERIAL TYPE

TYPE	MATERIAL	GRADATION	COMMENTS
S1	PITRUN	"- MINUS	X
S2	AGGREGATE	X	
S3	CLAY	X	
S4	WOODCHIPS	X	
S5	X	X	



SECTION A-A



U.S. DEPARTMENT OF AGRICULTURE  
 FOREST SERVICE  
 STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
 ZUNI MOUNTAIN TRAILS  
 CIBOLA NATIONAL FOREST  
 MOUNT TAYLOR RANGER DISTRICT

DRAWING NO.  
 STD\_917-10-01  
 SHEET 12 OF 25

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 06/13/18  
 NO SCALE

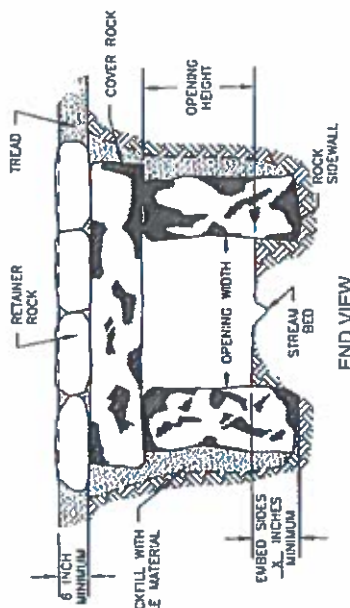
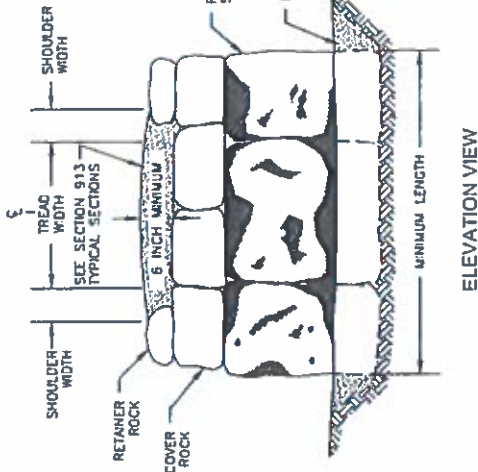
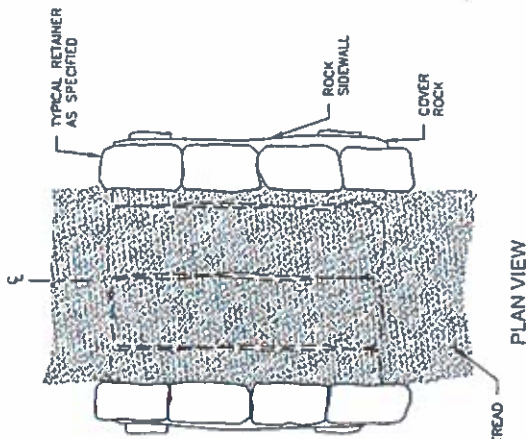
DRAWING NAME  
 NATURAL FORD  
 SECTION 917 - FORDS

TYPICAL OF  
 NFD

ROCK CULVERT

TYPICAL ID	ROCK CULVERT		ROCK SIDEWALL		COVER ROCK (FLAT)		RETAINER ROCK*		COMMENTS
	OPENING WIDTH	OPENING HEIGHT	MINIMUM LENGTH	MINIMUM THICKNESS (INCHES)	MINIMUM WEIGHT (LBS)	MINIMUM THICKNESS (INCHES)	MINIMUM WEIGHT (LBS)	MAXIMUM WEIGHT (LBS)	
	X	X	X	3	65	3	45	90	X

N/A WHEN NOT APPLICABLE  
\*FOR TYPICAL RETAINERS SEE SHEET STD\_911-03



NOTE:  
1. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
ROCK CULVERT

SECTION  
921 - CULVERTS

TYPICAL ID  
RCV

REVISION DATE  
06/13/18

NO SCALE

DRAWING NO.  
STD\_921-30-01

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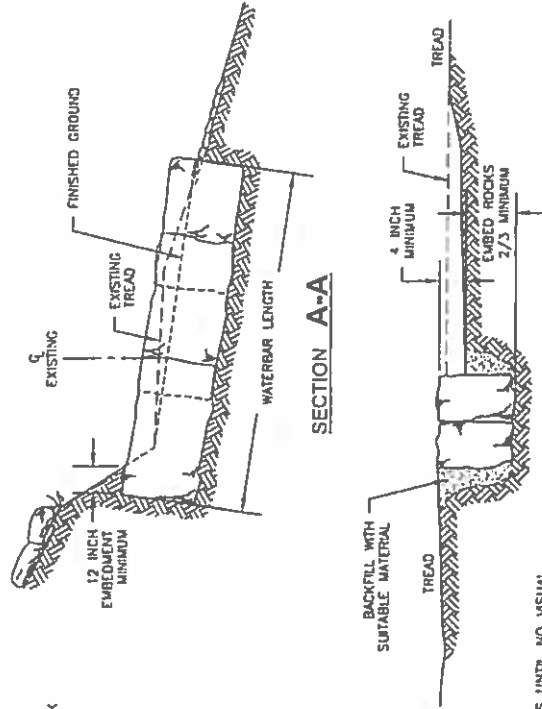
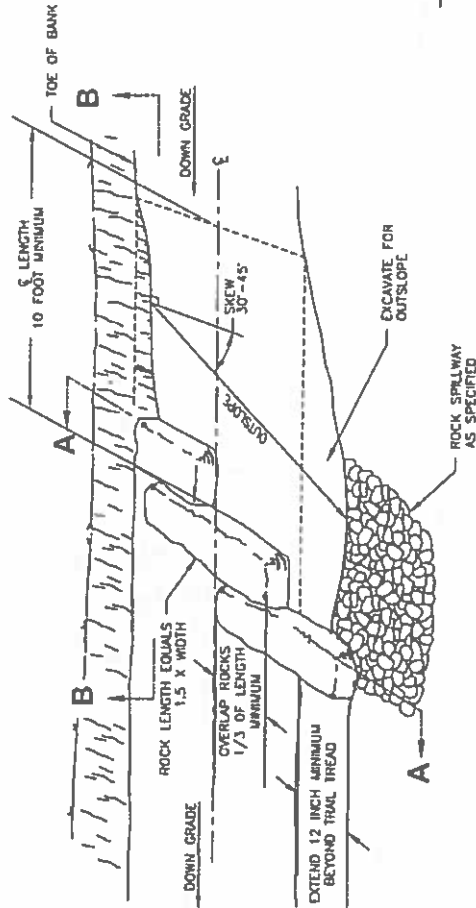
**SKEW**

TRAIL GRADE	SKEW ANGLE
<5%	45° MAX
>5%	30° MIN

**ROCK WATERBAR**

TYPICAL ID	MINIMUM ROCK SIZE (LBS)	OUTSLOPE LENGTH	ROCK*** SPILLWAY LENGTH	COMMENTS
	X	X	X	X

N/A WHEN NOT APPLICABLE  
 \*\*\*FOR ROCK SPILLWAY SEE SHEET STD\_923-10-01



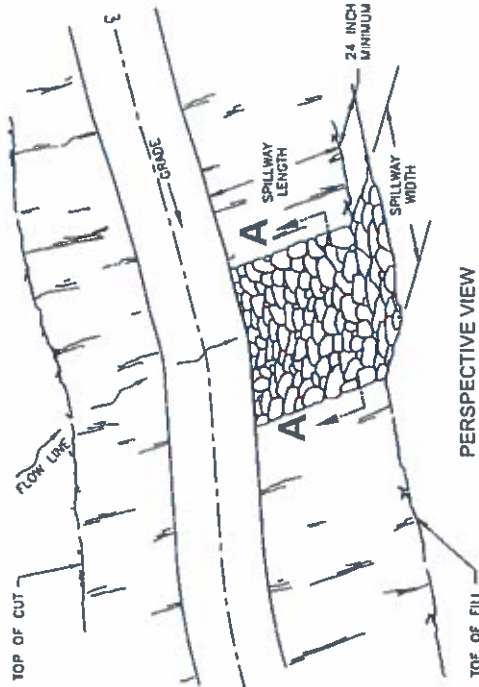
- NOTE:**
1. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.
  2. ALL EXCAVATED SECTIONS FOR WATERBARS SHALL BE OUTSLOPED TO DAYLIGHT.

U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE <b>STANDARD TRAIL PLAN</b>	PROJECT NAME & LOCATION <b>ZUNI MOUNTAIN TRAILS                  CIBOLA NATIONAL FOREST                  MOUNT TAYLOR RANGER DISTRICT</b>	DRAWING NAME <b>ROCK WATERBAR</b>
SECTION <b>922 - WATERBARS</b>	TYPICAL ID <b>RWB</b>	NO SCALE
REVISION DATE <b>06/13/18</b>		DRAWING NO. <b>STD_922-10-01</b>
SHEET <b>14</b>		OF <b>25</b>

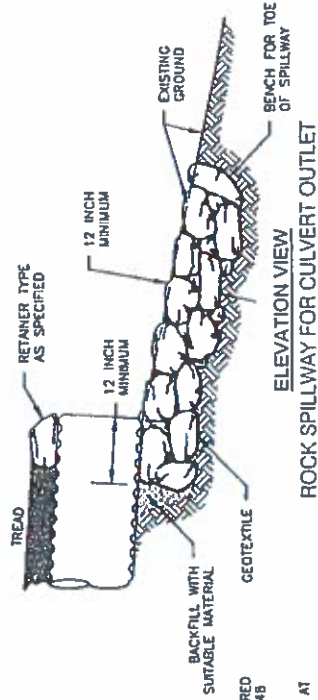
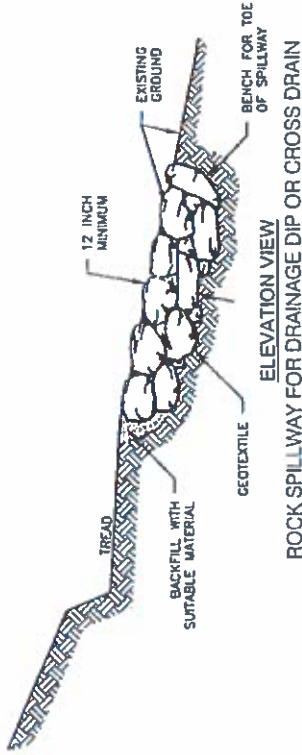
ROCK SPILLWAY

TYPICAL ID	SPILLWAY WIDTH	SPILLWAY LENGTH	GEOTEXTILE TYPE	MINIMUM ROCK SIZE (LBS)	MAXIMUM ROCK SIZE (LBS)	RETAINER* TYPE	COMMENTS
	X	X	X	X	X	R x X	X

N/A WHEN NOT APPLICABLE  
\*FOR TYPICAL RETAINERS SEE SHEET STD\_911-03



- NOTES:
1. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.
  2. UNLESS OTHERWISE SPECIFIED WHEN ROCK SPILLWAY IS REQUIRED DIMENSION SHALL BE 36 INCHES WIDE X 12 INCHES DEEP X 48 INCHES LONG. THE AS BUILT FILL SLOPE SHALL BE SUBCUTTED 12 INCHES PRIOR TO PLACEMENT OF THE SPILLWAY SO THE FINISHED SURFACE OF THE RIPRAP WILL BE AT THE SAME ELEVATION AS THE ADJACENT SLOPE.

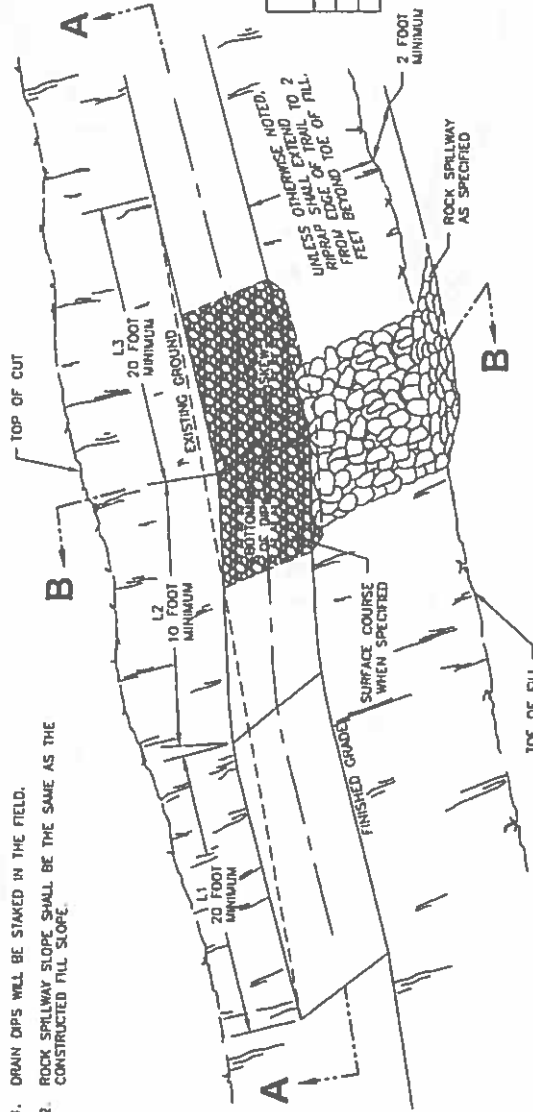


**DRAIN DIP SECTION**

TYPICAL ID	DRAIN DIP TYPE	GEOTEXTILE TYPE	SKEW	SURFACE COURSE		ROCK SPILLWAY**	COMMENTS
				TYPE	DEPTH		
DD1	N/A	S1	30 DEG	S1	6IN	N/A	NATIVE MATERIAL

N/A WHEN NOT APPLICABLE  
\*\*FOR ROCK SPILLWAY SEE SHEET STD\_923-10-01

- NOTES:
1. DRAIN DIPS WILL BE STAKED IN THE FIELD.
  2. ROCK SPILLWAY SLOPE SHALL BE THE SAME AS THE CONSTRUCTED FILL SLOPE.



**GEOTEXTILE TYPE**

TYPE	MATERIAL	COMMENTS
G1	NON-WOVEN	N/A
G2	WOVEN	
G3	X	

**SURFACE COURSE MATERIAL TYPE**

TYPE	MATERIAL	GRADATION	COMMENTS
S1	PITRUN	1" MINUS	NATIVE MATERIAL
S2	AGGREGATE	X	
S3	X	X	

**DRAIN DIP CONSTRUCTION DIMENSIONS**

DRAIN DIP TYPE	PROFILE GRADE	L1	L2	L3	(M)	(E)
DD1	0 TO 4	20	10	20	12	N/A
DD2	5 TO 6	20	10	20	12	N/A
DD3	7 TO 8	25	10	25	14	N/A
DD4	9 TO 10	30	10	30	15	N/A
DD5	X	X	X	X	X	X

OVER 10% NOT RECOMMENDED  
H = Q OF TREAD

SHEET 1 OF 2

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
DRAIN DIP

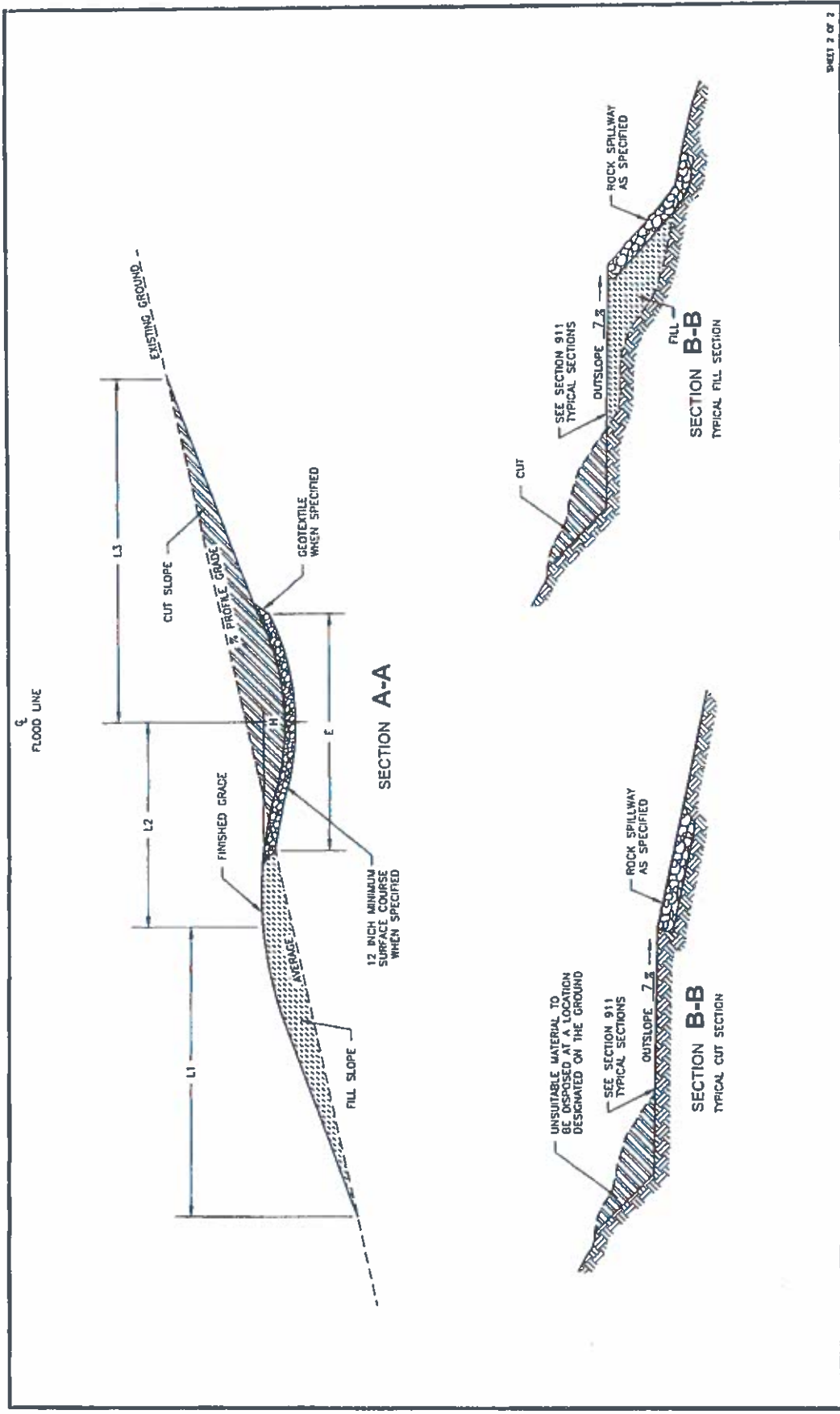
SECTION  
927 - DRAIN DIPS

TYPICAL #  
DD1

REVISION DATE  
06/13/18  
NO SCALE

DRAWING NO.  
STD\_927-10-01  
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SHEET 2 OF 2

DESIGNING NAME  
 SECTION  
 DRAWING DATE  
 06/13/18  
 PROJECT NO.  
 STD\_927-10-02  
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DRAIN DIP DETAILS  
 927 - DRAIN DIPS  
 NO SCALE

TYPICAL #  
 DD2

PROJECT NAME & LOCATION  
 ZUNI MOUNTAIN TRAILS  
 CIBOLA NATIONAL FOREST  
 MOUNT TAYLOR RANGER DISTRICT

U.S. DEPARTMENT OF AGRICULTURE  
 FOREST SERVICE  
 STANDARD TRAIL PLAN

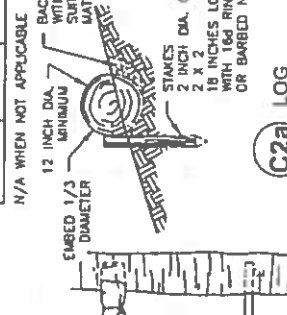
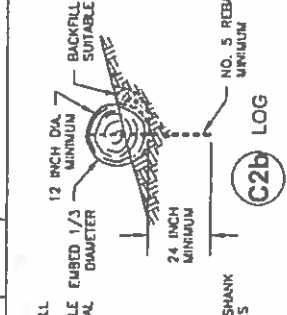
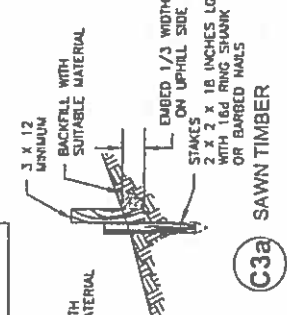
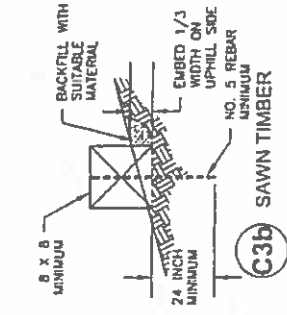
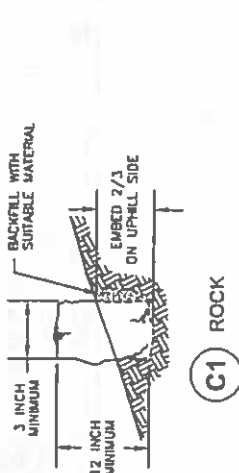




- NOTES:
1. PRE-DRILL HOLES FOR REBAR TO PREVENT SPLITTING OF LOGS OR SAWN TIMBERS.
  2. RECESS END OF REBAR 1/2 INCH BELOW TOP OF TIMBER. PLACE REBAR 8 INCHES FROM EACH END OF TIMBER WITH MAXIMUM REBAR SPACING OF 36 INCHES.
  3. PLACE STAKES 5 INCHES FROM EACH END OF TIMBER WITH MAXIMUM SPACING OF 36 INCHES.
  4. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.

CHECK DAM

TYPICAL ID	CHECK DAM TYPE	CHECK DAM SPACING (FEET)	NO. OF CHECK DAMS	COMMENTS
	C1*	X	X	X



CHECK DAM TYPE

CHECK DAM TYPE	MATERIAL	SIZE	SPECIES/GRADE	PRESERV. TYPE	COMMENTS
C1	ROCK				
C2a	LOG	X		X	X
C2b	LOG				
C3a	SAWN TIMBER				
C3b	SAWN TIMBER				
C4	RAIL ROAD TIES				
C5	X				

CHECK DAM SPACING

DRAINAGE GRADE %	DRAINAGE SPACING (FEET)
<3	OCCASIONAL
3-7	60
8-12	30
>12	18

RAIL ROAD TIE

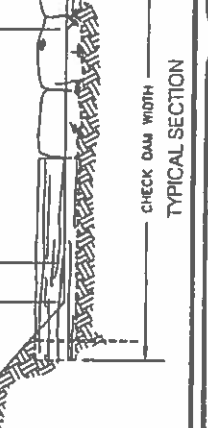
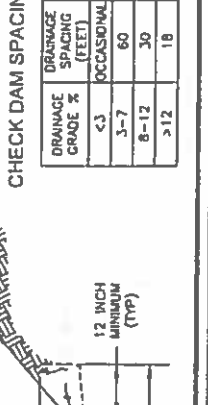
PRESERVATIVE TREATMENT - (REFER TO AMFA USE CATEGORY SYSTEM)	USE CATEGORY	COMMENTS
P1	WB	UC4A X
P2	WB	UC3B
P3	XX	XXXX

TREATMENT TYPE

WB = WATERBORNE  
OT = OIL-BORNE

USE CATEGORY

UC3B = ABOVE GROUND - EXPOSED  
UC4A = GROUND CONTACT - GENERAL USE  
UC4B = GROUND CONTACT - HEAVY DUTY



U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
**ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT**

DRAWING NAME  
**CHECK DAM**

SECTION  
92B - CHECK DAMS

TYPICAL ID  
CKD

REVISION DATE  
06/13/18

NO SCALE

DRAWING NO.  
STD\_92B-10-01

SHEET  
18 OF 25

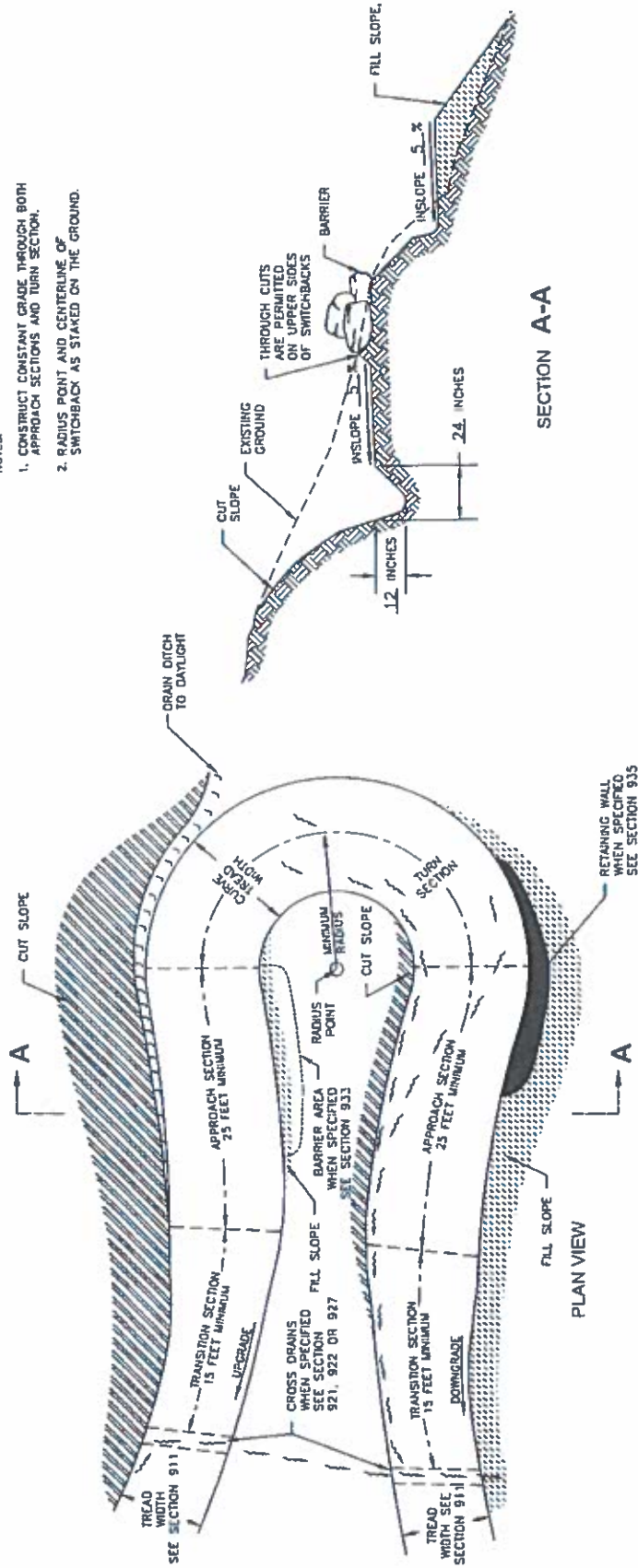


TYPE 1 RADIUS SWITCHBACK SECTIONS

TYPICAL ID	MINIMUM RADIUS	CURVE MINIMUM WIDTH	BARRIER TYPE	RETAIN TYPE	CROSS DRAINS	COMMENTS
	6 FT	5 FT	ROCK	ROCK	X	X

N/A WHEN NOT APPLICABLE

- NOTES:
1. CONSTRUCT CONSTANT GRADE THROUGH BOTH APPROACH SECTIONS AND TURN SECTION.
  2. RADIUS POINT AND CENTERLINE OF SWITCHBACK AS STAKED ON THE GROUND.

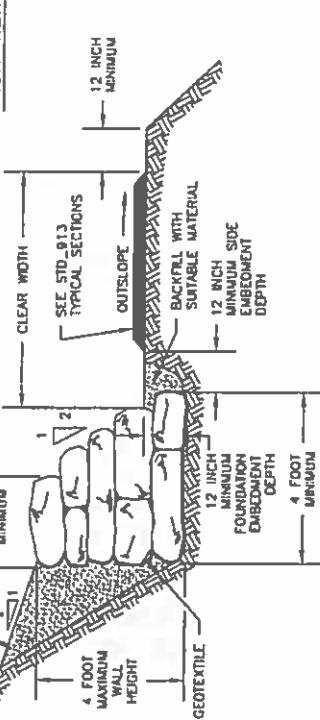
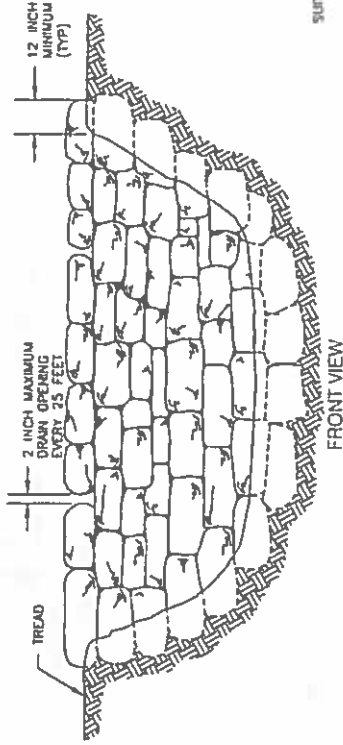


U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE STANDARD TRAIL PLAN	PROJECT NAME & LOCATION ZUNI MOUNTAIN TRAILS CIBOLA NATIONAL FOREST MOUNT TAYLOR RANGER DISTRICT	DRAWING NAME <b>TYPE 1 RADIUS SWITCHBACK</b>	SECTION SW1
			NO SCALE
		REVISION DATE 06/13/18	DRAWING NO. STD 931-10-01
			SHEET 19 of 25

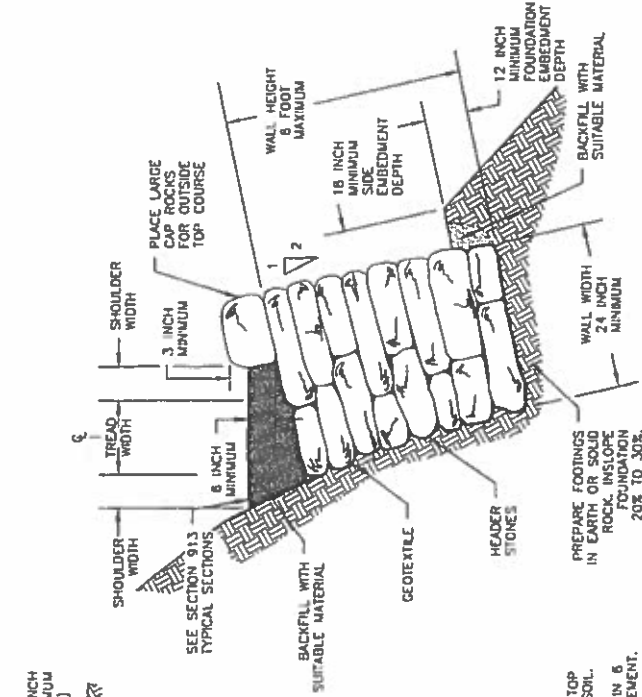
STACKED ROCK RETAINING WALL

TYPICAL ID	GEOTEXTILE TYPE	EMBEDMENT DEPTH		HEIGHT	COMMENTS
		FOUNDATION	SIDE		
	N/A	12" MIN	18" MIN	3 FT	X

N/A WHEN NOT APPLICABLE



**(A)** UPHILL RETAINING WALL SECTION  
SLOPE JOINTS INTO HILL



**(B)** UNDERTREAD RETAINING WALL SECTION  
WALL WIDTH SHALL BE 2 FEET WIDE OR 1/2 THE WALL HEIGHT, WHICHEVER IS GREATER.

- NOTES:
1. REMOVE AND DISPOSE OF DIRT AND TOP ORGANIC LAYERS DOWN TO MINERAL SOIL.
  2. COMPACT BACKFILL AND FOUNDATION IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.
  3. CLEAR WIDTH IS GREATER OR EQUAL TO THE TREAD AND SHOULDER WIDTHS DEFINED IN SECTION 811.



U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
**STACKED ROCK RETAINING WALL**

SECTION  
935 - RETAINING WALLS

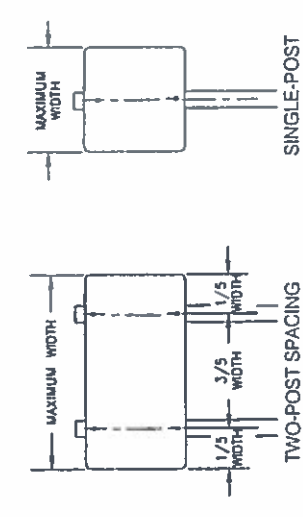
TYPICAL ID  
RRW

REVISION DATE  
06/13/18

NO SCALE

DRAWING NO.  
STD\_935-20-01

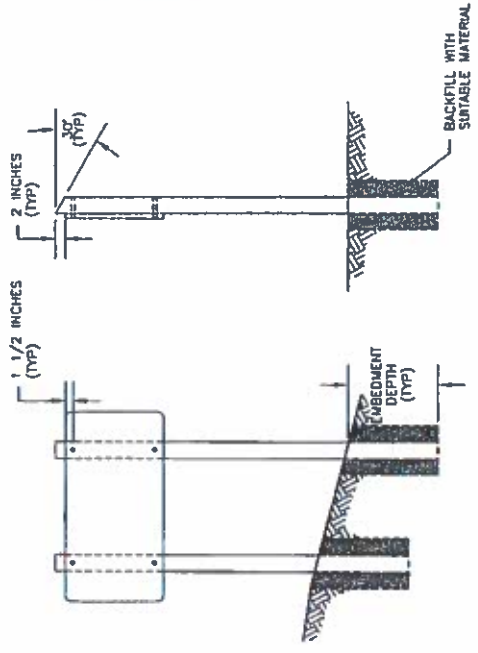
SHEET  
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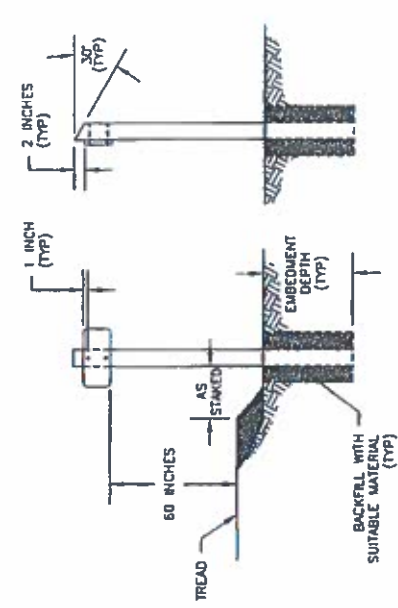
WOOD SIGN POST SPACING AND SIZE REQUIREMENTS

POST SIZE (IN)	SINGLE POST		TWO-POST		MINIMUM EMBEDMENT DEPTH (FT)
	MAX WIDTH (IN)	MAX SIGN AREA (SQ.FT)	MAX WIDTH (IN)	MAX SIGN AREA (SQ.FT)	
4 X 4	48	10	72	20	3
4 X 6	48	20	72	50	4
6 X 6	48	20	96	95	4

\*THE MAXIMUM WIDTH IS 36 INCHES FOR DIAMOND-SHAPED SIGNS.



GUIDELINES FOR WOOD SIGN POSTS



SIGN AND POST INSTALLATION

- NOTES:
1. REFER TO 704-7100-15 SIGN AND POSTER GUIDELINES FOR THE FS<sup>2</sup> FOR SIGN SPECIFICATIONS, MATERIALS, AND PLACEMENT.
  2. POST SPACING APPLIES TO BOTH WOOD AND STEEL POSTS.
  3. FOR SIZES OF STEEL POSTS, REFER TO EM 7100-15.
  4. ALL HARDWARE SHALL BE ALUMINUM OR GALVANIZED.
  5. LAG SCREW FASTENERS REQUIRE LEAD HOLES IN POSTS AND SHALL BE DRILLED PRIOR TO INSTALLATION.
  6. BOLT HOLES IN POSTS TO BE 1/16 INCH LARGER (MAXIMUM) THAN THE BOLT HOLE REQUIREMENT.
  7. SIGN AND MARKER POSTS ONLY SHALL BE TREATED WITH CCA (CHROMIATED COPPER ARSENATE) FOR UCHA GROUND CONTACT FOR GENERAL USE.
  8. COMPACT BACKFILL IN 6 INCH LIFTS UNTIL NO VISUAL DISPLACEMENT.

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME  
**SIGN AND POST INSTALLATION**

TYPICAL ID  
SFI

SECTION  
951-SIGNS

REVISION DATE  
06/13/18

NO SCALE

DRAWING NO.  
STD\_951-02

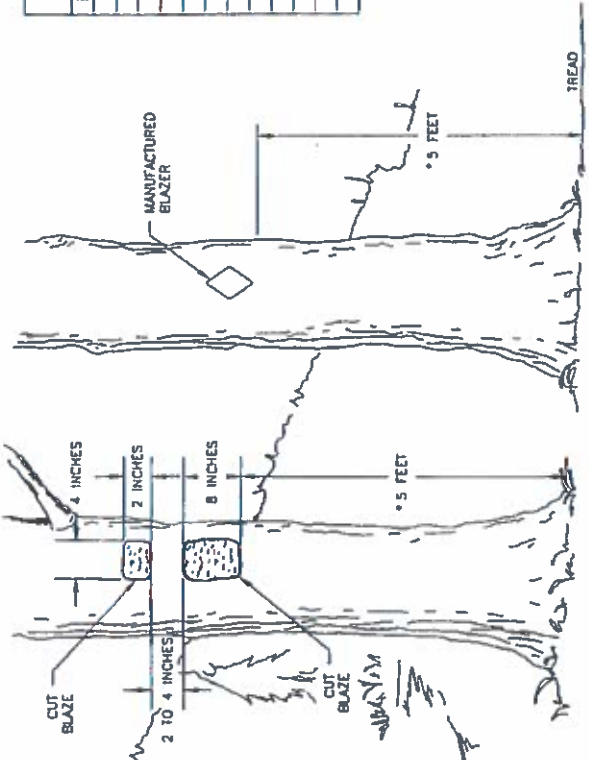
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# REASSURANCE MARKER

TYPICAL ID	REASSURANCE MARKER		BLAZE(R)		SUPPORT		COMMENTS
	TYPE	LOCATION	LOCATION	TYPE	SIZE	QUANTITY	
RSM-1	TB-1	R	N/A	TR	X	X	X

REASSURANCE MARKER LOCATION ON TRAIL		BLAZE(R) LOCATION ON SUPPORT		SUPPORT TYPE	
L	R	FR	BA	TR	FP



**(P)** TYPICAL CUT BLAZE

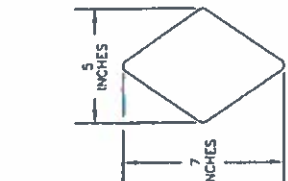
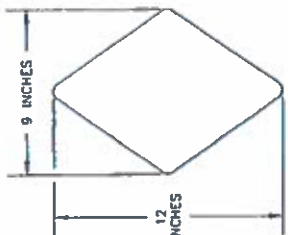
TYPICAL MANUFACTURED BLAZER

PAINTED AND SCRIBED BLAZES NOT SHOWN FOR CLARITY

\* MINIMUM MOUNTING HEIGHT FOR HIKER/PEDESTRIAN, PACK AND SADDLE, BICYCLE AND OHV.

NOTES:

- REFER TO EM-7100-15 SIGN AND POSTER GUIDELINES, FOR THE FS\* FOR SIGN SPECIFICATIONS, MATERIALS, AND PLACEMENT.
- CUT BLAZE NO DEEPER THAN NECESSARY FOR CLEAR VISION. CUT ON BOTH SIDES, VISIBLE FROM BOTH DIRECTIONS.
- REFER TO EM 7100-15 FOR BLAZER COLOR.



**(R)** REASSURANCE MARKER SUPPORT WITH BLAZE(R)

U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION  
ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

REVISION DATE  
06/13/18

REVISION NO.  
STD 953-01

SECTION  
953 - REASSURANCE MARKERS

TYPICAL ID  
RSM

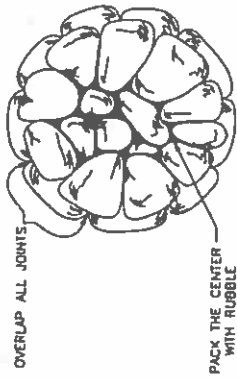
NO SCALE

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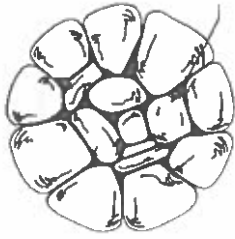


ROCK CAIRN CONSTRUCTION

TYPICAL ID	CAIRN TYPE	CAIRN INTERVAL	MINIMUM ROCK SIZE	MAXIMUM ROCK SIZE
	U	INTERV. 4IN	4IN	12IN



TOP VIEW  
SECOND LAYER OF ROCK CAIRN



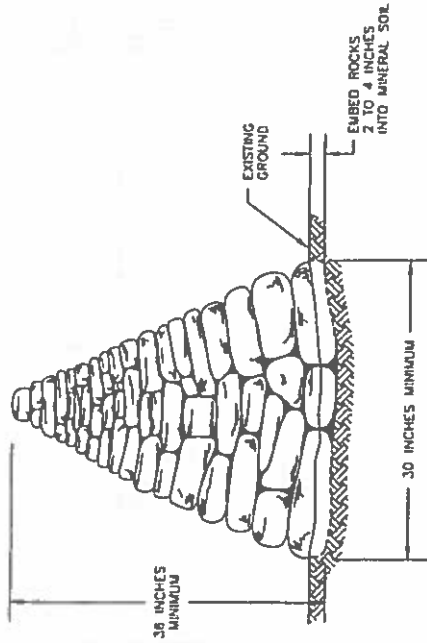
TOP VIEW  
FIRST LAYER OF ROCK CAIRN  
OR TYPICAL SECTION OF SHEEPHERDERS CAIRN



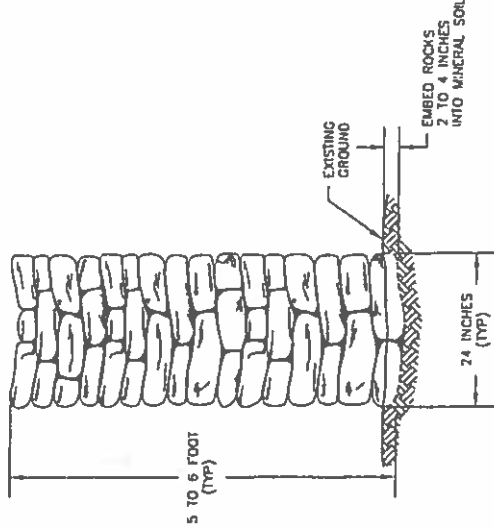
(T) SIMPLE ROCK CAIRN

NOTES:

1. REFER TO "EM-7100-15 SIGN AND POSTER GUIDELINES FOR THE FS" FOR SIGN SPECIFICATIONS, MATERIALS, AND PLACEMENT.
2. USE LARGE STONES TO BUILD BASE.
3. USE FLAT STONES AND OVERLAP JOINTS.
4. SLOPE STONES INWARD.
5. DO NOT WEDGE SMALL ROCKS INTO CRACKS BETWEEN LARGE ROCKS TO STABILIZE THE LARGE ROCKS.
6. JOINTS OF FIRST LAYER ARE BRIDGED BY THE SECOND LAYER.



(U) ROCK CAIRN



(V) SHEEPHERDERS CAIRN



U.S. DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION

ZUNI MOUNTAIN TRAILS  
CIBOLA NATIONAL FOREST  
MOUNT TAYLOR RANGER DISTRICT

DRAWING NAME

ROCK CAIRN CONSTRUCTION

SECTOR

955-CAIRNS

TYPICAL @

RCC

REVISION DATE

06/13/18

NO SCALE

DRAWING NO.

STD\_955-01

SHEET

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ZUNI MOUNTAIN TRAILS ROAD LOGS

<u>STA.</u>	<u>TO</u>	<u>STA.</u>	<u>WORK ITEMS TRAIL #1</u>
		0+00	EXISTING HILSO TRAILHEAD TO FUTURE NM400 PEDESTRIAN/EQUESTRIAN CROSSING TO BE DETERMINED TO EXISTING BARBWIRE FENCE. INCLUDES NEW TRAIL NUMBER SIGNS ON BOTH SIDES OF NM400.
0+00		214+00	FROM NEW TRAIL JUNCTION, BARBWIRE FENCE PARALLELS NM 400 AT M.P. 0.000 TO THE END M.P. 4.05 AND MILK RANCH TRAIL HEAD AT THAT BEGINNING M.P. 0.000 COMPLETE THE FOLLOWING WORK ITEMS:  1) CLEAR AND GRUB TRAIL TO DIMENSIONS, AS SHOWN ON THE DRAWINGS. MAJORITY OF CLEARING IS LIGHT. SLASH DISPOSAL FOR LOGS, STUMPS, AND LIMBS IS SCATTERING DOWNSLOPE OF TRAIL OUTSIDE OF CLEARING LIMITS. 2) CONSTRUCT AND RECONSTRUCT OUTSLOPED TRAIL TREAD AS DIRECTED BY THE TRAIL WORK LIST TO DIMENSIONS, AS SHOWN ON THE DRAWINGS, INCLUDING LISTED DRAINAGE STRUCTURES. 3) VERIFY LOCATIONS FOR ALL DRAINAGE STRUCTURES, SHOULD THEY NEED TO BE MOVED OR MORE ARE NEEDED, TO INSURE PROPER DRAINAGE OF TRAIL. <u>ALL DRAINAGE WORK IS INCIDENTAL</u> TO BOTH CONSTRUCTION & RECONSTRUCTION, INCLUDING ANY ADDED STRUCTURES NEEDED FOR PROPER DRAINAGE. ANY LOCATION CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
0+00		213+70	RECONSTRUCT NEW TRAIL FOLLOWING EXISTING TREAD, ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
0+00			CONSTRUCT CATTLEGUARD PARALLELS NM 400.
0+00			SIGN AND POST INSTALLATION, INSTALL ROUTE NUMBER, 1
0+09			CONSTRUCT ROLLING DRAIN DIP
0+67			CONSTRUCT ROLLING DRAIN DIP
1+05			CONSTRUCT ROLLING DRAIN DIP
1+36			CONSTRUCT ROLLING DRAIN DIP
2+29			CONSTRUCT ROLLING DRAIN DIP
5+99			CONSTRUCT ROCK CAIRN
6+97			CONSTRUCT ROCK CAIRN
13+00			CONSTRUCT ROLLING DRAIN DIP
18+37			MAINTAIN NATURAL FORD, ROCK CULVERT
21+00		21+35	INSTALL REASSURANCE MARKER
23+03		30+69	EXISTING TRAIL RESTORATION

23+31	CONSTRUCT ROLLING DRAIN DIP
23+60	CONSTRUCT ROLLING DRAIN DIP
23+96	CONSTRUCT ROLLING DRAIN DIP
24+96	CONSTRUCT ROLLING DRAIN DIP
25+86	CONSTRUCT ROLLING DRAIN DIP
26+18	CONSTRUCT ROLLING DRAIN DIP
27+80	CONSTRUCT ROCK SPILLWAY, CROSS DRAIN
28+35	CONSTRUCT ROLLING DRAIN DIP
28+65	CONSTRUCT ROLLING DRAIN DIP
28+99	CONSTRUCT ROLLING DRAIN DIP
29+18	CONSTRUCT ROLLING DRAIN DIP
29+48	CONSTRUCT ROLLING DRAIN DIP
29+76	CONSTRUCT ROLLING DRAIN DIP
30+23	CONSTRUCT ROLLING DRAIN DIP
30+69	CONSTRUCT ROLLING DRAIN DIP
31+61	CONSTRUCT ROLLING DRAIN DIP
31+90	CONSTRUCT ROLLING DRAIN DIP
32+15	SIGN AND POST INSTALLATION, INSTALL ROUTE MARKERS, 2
39+83	MAINTAIN NATURAL FORD, CHECK DAM
46+26	CONSTRUCT ROCK SPILLWAY, CROSS DRAIN
46+36	CONSTRUCT ROLLING DRAIN DIP
46+60	CONSTRUCT ROLLING DRAIN DIP
46+95	CONSTRUCT ROLLING DRAIN DIP
47+36	EXISTING TRAIL RESTORATION
50+00	CONSTRUCT ROLLING DRAIN DIP
50+27	CONSTRUCT ROLLING DRAIN DIP
50+56	CONSTRUCT ROLLING DRAIN DIP
50+90	CONSTRUCT ROLLING DRAIN DIP
51+15	CONSTRUCT ROLLING DRAIN DIP
51+40	CONSTRUCT ROLLING DRAIN DIP
52+39	CONSTRUCT ROLLING DRAIN DIP
53+49	MAINTAIN NATURAL FORD

56+53	INSTALL REASSURANCE MARKER
56+85	CHECK DAM
57+11	CHECK DAM
57+26	CHECK DAM
58+28	CONSTRUCT ROLLING DRAIN DIP
58+55	CONSTRUCT ROLLING DRAIN DIP
58+85	CONSTRUCT ROLLING DRAIN DIP
59+11	CONSTRUCT ROLLING DRAIN DIP
59+38	CONSTRUCT ROLLING DRAIN DIP
59+67	CONSTRUCT ROLLING DRAIN DIP
59+85	CONSTRUCT ROLLING DRAIN DIP
60+17	CONSTRUCT ROLLING DRAIN DIP
60+35	CONSTRUCT ROLLING DRAIN DIP
60+78	CONSTRUCT ROLLING DRAIN DIP
61+42	EXISTING TRAIL RESTORATION
62+12	CONSTRUCT ROLLING DRAIN DIP
62+32	CONSTRUCT ROLLING DRAIN DIP
62+62	CONSTRUCT ROLLING DRAIN DIP
62+88	CONSTRUCT ROLLING DRAIN DIP
63+15	CONSTRUCT ROLLING DRAIN DIP
63+47	CONSTRUCT ROLLING DRAIN DIP
63+79	CONSTRUCT ROLLING DRAIN DIP
65+54	CROSS DRAIN, MAINTAIN NATURAL FORD
68+27	CONSTRUCT ROLLING DRAIN DIP
68+80	INSTALL ROUTE NUMBER SIGN
76+89	CONSTRUCT ROLLING DRAIN DIP
77+18	CONSTRUCT ROLLING DRAIN DIP
77+68	CONSTRUCT ROLLING DRAIN DIP
77+99	CONSTRUCT ROLLING DRAIN DIP
79+92	CONSTRUCT ROLLING DRAIN DIP
80+68	EXISTING TRAIL RESTORATION
85+58	INSTALL REASSURANCE MARKER

87+06		EXISTING TRAIL RESTORATION
87+30		CONSTRUCT ROLLING DRAIN DIP
88+19		CROSS DRAIN
110+05		CONSTRUCT ROLLING DRAIN DIP
120+57		CONSTRUCT ROCK WATERBAR
123+73		CONSTRUCT ROLLING DRAIN DIP
126+42		CONSTRUCT ROCK CAIRN
129+84		CONSTRUCT ROCK CAIRN
155+05		CONSTRUCT ROLLING DRAIN DIP
155+39		CONSTRUCT ROLLING DRAIN DIP
156+25		CONSTRUCT ROCK CAIRN
156+81		CONSTRUCT ROCK CAIRN
158+88		CONSTRUCT ROLLING DRAIN DIP
167+99		SIGN AND POST INSTALLATION
173+21		CONSTRUCT ROLLING DRAIN DIP
190+41		CONSTRUCT CATTLEGUARD
190+50		CONSTRUCT ROLLING DRAIN DIP
191+13		CONSTRUCT ROLLING DRAIN DIP
191+85		CROSS DRAIN, MAINTAIN NATURAL FORD
200+80	203+80	OBLITERATION OF TRAILS, EXISTING TRAIL RESTORATION
208+87		CONSTRUCT ROLLING DRAIN DIP
209+68		CONSTRUCT ROLLING DRAIN DIP
210+45		CONSTRUCT ROLLING DRAIN DIP
211+19		CROSS DRAIN, MAINTAIN NATURAL FORD
211+50		CONSTRUCT ROLLING DRAIN DIP
211+85		CONSTRUCT ROLLING DRAIN DIP
212+31		CONSTRUCT ROLLING DRAIN DIP
212+76		CONSTRUCT ROLLING DRAIN DIP
213+07		CONSTRUCT ROLLING DRAIN DIP
213+46		CONSTRUCT ROLLING DRAIN DIP
213+70		CONSTRUCT ROLLING DRAIN DIP

214+00

JUNCTION MILK RANCH TRAILHEAD, INSTALL POST AND SIGN

<u>STA.</u>	<u>TO</u>	<u>STA.</u>	<u>WORK ITEMS TRAIL #2</u>
0+00		442+70	<p>FROM NEW TRAIL JUNCTION WITH EXISTING TRAIL #0206 – BURMA TRAIL AT M.P. 0.0000 TO THE END M.P. 8.38 AT THE JUNCTION WITH EXISTING TRAIL #3 AT THAT BEGINNING M.P. 0.0000 COMPLETE THE FOLLOWING WORK ITEMS:</p> <ol style="list-style-type: none"> <li>1) CLEAR AND GRUB TRAIL TO DIMENSIONS, AS SHOWN ON THE DRAWINGS. MAJORITY OF CLEARING IS LIGHT. SLASH DISPOSAL FOR LOGS, STUMPS, AND LIMBS IS SCATTERING DOWNSLOPE OF TRAIL OUTSIDE OF CLEARING LIMITS.</li> <li>2) CONSTRUCT AND RECONSTRUCT OUTSLOPED TRAIL TREAD AS DIRECTED BY THE TRAIL WORK LIST TO DIMENSIONS, AS SHOWN ON THE DRAWINGS, INCLUDING LISTED DRAINAGE STRUCTURES.</li> <li>3) VERIFY LOCATIONS FOR ALL DRAINAGE STRUCTURES, SHOULD THEY NEED TO BE MOVED OR MORE ARE NEEDED, TO INSURE PROPER DRAINAGE OF TRAIL. <u>ALL DRAINAGE WORK IS INCIDENTAL</u> TO BOTH CONSTRUCTION &amp; RECONSTRUCTION, INCLUDING ANY ADDED STRUCTURES NEEDED FOR PROPER DRAINAGE. ANY LOCATION CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.</li> </ol>
0+00		442+70	RECONSTRUCT NEW TRAIL FOLLOWING EXISTING TREAD, ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
0+00			SIGN AND POST INSTALLATION
4+12			CONSTRUCT ROLLING DRAIN DIP
7+60			CONSTRUCT ROLLING DRAIN DIP
21+39			CONSTRUCT ROLLING DRAIN DIP
33+94			CONSTRUCT ROCK CAIRN
34+45			CONSTRUCT ROCK CAIRN
34+73			CONSTRUCT ROCK CAIRN
40+40			CONSTRUCT ROLLING DRAIN DIP
40+79			CONSTRUCT ROLLING DRAIN DIP
41+13			CONSTRUCT ROLLING DRAIN DIP
41+57			CONSTRUCT ROLLING DRAIN DIP
41+95			CONSTRUCT ROLLING DRAIN DIP
42+47			CONSTRUCT ROLLING DRAIN DIP
43+12			CONSTRUCT ROLLING DRAIN DIP
43+65			CONSTRUCT ROLLING DRAIN DIP
49+29			CONSTRUCT ROCK CAIRN
49+81			CONSTRUCT ROCK CAIRN

53+38	CONSTRUCT ROCK CAIRN
88+25	CONSTRUCT ROCK CAIRN
88+84	CONSTRUCT ROCK CAIRN
91+45	CONSTRUCT ROCK CAIRN
102+93	CONSTRUCT ROLLING DRAIN DIP
103+23	CONSTRUCT ROLLING DRAIN DIP
106+86	CONSTRUCT ROCK CAIRN
107+63	CONSTRUCT ROCK CAIRN
118+19	SIGN AND POST INSTALLATION
125+33	CONSTRUCT ROLLING DRAIN DIP
132+07	CONSTRUCT ROLLING DRAIN DIP
137+11	CONSTRUCT ROCK CAIRN
142+34	CONSTRUCT ROLLING DRAIN DIP
147+34	CONSTRUCT ROLLING DRAIN DIP
150+96	CONSTRUCT ROLLING DRAIN DIP
151+55	CONSTRUCT ROLLING DRAIN DIP
152+33	CONSTRUCT ROLLING DRAIN DIP
153+60	CONSTRUCT ROLLING DRAIN DIP
157+56	CONSTRUCT ROLLING DRAIN DIP
159+88	CONSTRUCT ROLLING DRAIN DIP
160+57	CONSTRUCT ROLLING DRAIN DIP
175+96	EXISTING TRAIL RESTORATION
181+60	CONSTRUCT ROLLING DRAIN DIP
182+81	CONSTRUCT ROLLING DRAIN DIP
183+80	EXISTING TRAIL RESTORATION
184+13	CONSTRUCT ROLLING DRAIN DIP
187+10	SIGN AND POST INSTALLATION, 2 ROUTE NUMBER SIGNS
188+70	CONSTRUCT ROLLING DRAIN DIP
190+28	CONSTRUCT ROLLING DRAIN DIP
190+96	CONSTRUCT ROLLING DRAIN DIP
194+51	CONSTRUCT ROLLING DRAIN DIP
194+85	CONSTRUCT ROLLING DRAIN DIP

195+17	CONSTRUCT ROLLING DRAIN DIP
196+99	CONSTRUCT ROLLING DRAIN DIP
200+20	CONSTRUCT ROLLING DRAIN DIP
202+03	CONSTRUCT ROLLING DRAIN DIP
203+66	CONSTRUCT ROLLING DRAIN DIP
204+09	CONSTRUCT ROLLING DRAIN DIP
204+37	CONSTRUCT ROLLING DRAIN DIP
211+45	CONSTRUCT ROLLING DRAIN DIP
211+79	CONSTRUCT ROLLING DRAIN DIP
212+32	CONSTRUCT ROLLING DRAIN DIP
214+10	CONSTRUCT ROLLING DRAIN DIP
215+74	CONSTRUCT ROLLING DRAIN DIP
218+20	CONSTRUCT ROLLING DRAIN DIP
218+50	CONSTRUCT ROLLING DRAIN DIP
219+03	CONSTRUCT ROLLING DRAIN DIP
219+39	CONSTRUCT ROLLING DRAIN DIP
225+39	CONSTRUCT ROLLING DRAIN DIP
235+38	CONSTRUCT ROCK CAIRN
235+93	CONSTRUCT ROCK CAIRN
236+92	CONSTRUCT ROCK CAIRN
237+58	SIGN AND POST INSTALLATION
238+10	SIGN AND POST INSTALLATION
238+40	CONSTRUCT ROCK CAIRN
238+99	CONSTRUCT ROLLING DRAIN DIP
242+10	CONSTRUCT ROLLING DRAIN DIP
242+84	SIGN AND POST INSTALLATION
243+16	CONSTRUCT ROLLING DRAIN DIP
243+45	CONSTRUCT ROLLING DRAIN DIP
243+66	CONSTRUCT ROLLING DRAIN DIP
244+04	CONSTRUCT ROLLING DRAIN DIP
245+72	CONSTRUCT ROLLING DRAIN DIP
247+75	CONSTRUCT ROLLING DRAIN DIP



253+24	CONSTRUCT ROLLING DRAIN DIP
254+29	CONSTRUCT ROLLING DRAIN DIP
256+04	INSTALL ROUTE NUMBER SIGN
257+11	CONSTRUCT ROLLING DRAIN DIP
259+75	CONSTRUCT ROLLING DRAIN DIP
260+96	CONSTRUCT ROLLING DRAIN DIP
262+51	CONSTRUCT ROLLING DRAIN DIP
264+37	CONSTRUCT ROLLING DRAIN DIP
265+26	CONSTRUCT ROLLING DRAIN DIP
265+47	CONSTRUCT ROLLING DRAIN DIP
266+04	CONSTRUCT ROLLING DRAIN DIP
266+42	CONSTRUCT ROLLING DRAIN DIP
268+08	CONSTRUCT ROLLING DRAIN DIP
268+51	CONSTRUCT ROLLING DRAIN DIP
268+96	CONSTRUCT ROLLING DRAIN DIP
269+60	CONSTRUCT ROLLING DRAIN DIP
271+38	CONSTRUCT ROLLING DRAIN DIP
271+68	CONSTRUCT ROLLING DRAIN DIP
271+90	CONSTRUCT ROLLING DRAIN DIP
273+81	CONSTRUCT ROLLING DRAIN DIP
274+26	CONSTRUCT ROLLING DRAIN DIP
275+34	CONSTRUCT ROLLING DRAIN DIP
281+69	CONSTRUCT ROLLING DRAIN DIP
283+02	CONSTRUCT ROLLING DRAIN DIP
283+90	CONSTRUCT ROLLING DRAIN DIP
287+99	CONSTRUCT ROLLING DRAIN DIP
294+74	REASSURANCE MARKER
297+20	STACKED ROCK RETAINING WALL
297+51	STACKED ROCK RETAINING WALL
314+17	INSTALL ROUTE NUMBER SIGN
317+67	CONSTRUCT ROLLING DRAIN DIP
317+97	CONSTRUCT ROLLING DRAIN DIP

321+39	CONSTRUCT ROLLING DRAIN DIP
321+65	CONSTRUCT ROLLING DRAIN DIP
335+93	CONSTRUCT ROLLING DRAIN DIP
336+86	CONSTRUCT ROLLING DRAIN DIP
340+51	CONSTRUCT ROCK CAIRN
350+12	CONSTRUCT ROLLING DRAIN DIP
351+57	CONSTRUCT ROLLING DRAIN DIP
352+69	CONSTRUCT ROLLING DRAIN DIP
353+07	CONSTRUCT ROLLING DRAIN DIP
362+78	INSTALL ROUTE NUMBER SIGN
363+08	CONSTRUCT ROCK CAIRN
363+51	CONSTRUCT ROCK CAIRN
367+63	CONSTRUCT ROCK CAIRN
369+00	CONSTRUCT ROCK CAIRN
370+65	CONSTRUCT ROCK CAIRN
371+00	CONSTRUCT ROLLING DRAIN DIP
371+15	INSTALL ROUTE NUMBER SIGN
374+60	EXISTING TRAIL RESTORATION
377+91	CONSTRUCT ROLLING DRAIN DIP
378+38	CONSTRUCT ROLLING DRAIN DIP
378+74	CONSTRUCT ROLLING DRAIN DIP
388+82	CONSTRUCT ROLLING DRAIN DIP
393+81	CONSTRUCT ROLLING DRAIN DIP
398+84	CONSTRUCT ROLLING DRAIN DIP
405+79	EXISTING TRAIL RESTORATION
406+16	CONSTRUCT ROLLING DRAIN DIP
406+58	CONSTRUCT ROLLING DRAIN DIP
406+63	CONSTRUCT ROLLING DRAIN DIP
406+85	CONSTRUCT ROLLING DRAIN DIP
407+10	CONSTRUCT ROLLING DRAIN DIP
411+25	EXISTING TRAIL RESTORATION
411+49	CONSTRUCT ROLLING DRAIN DIP

411+95	CONSTRUCT ROLLING DRAIN DIP
412+34	CONSTRUCT ROLLING DRAIN DIP
412+74	CONSTRUCT ROLLING DRAIN DIP
413+00	CONSTRUCT ROLLING DRAIN DIP
414+22	CONSTRUCT ROLLING DRAIN DIP
414+46	CONSTRUCT ROLLING DRAIN DIP
415+05	CONSTRUCT ROLLING DRAIN DIP
417+30	CONSTRUCT ROLLING DRAIN DIP
419+14	CONSTRUCT ROLLING DRAIN DIP
420+52	CONSTRUCT ROLLING DRAIN DIP
421+17	CONSTRUCT ROLLING DRAIN DIP
422+51	CONSTRUCT ROLLING DRAIN DIP
422+87	CONSTRUCT ROLLING DRAIN DIP
426+04	CONSTRUCT ROCK CAIRN
426+29	ROCK SPILLWAY
426+95	RIPRAP SURFACING
428+33	CONSTRUCT ROLLING DRAIN DIP
428+67	CONSTRUCT ROLLING DRAIN DIP
428+88	CONSTRUCT ROLLING DRAIN DIP
434+20	CONSTRUCT ROLLING DRAIN DIP
435+11	CONSTRUCT ROLLING DRAIN DIP
436+28	CONSTRUCT ROLLING DRAIN DIP
436+55	CONSTRUCT ROLLING DRAIN DIP
438+78	CONSTRUCT ROLLING DRAIN DIP
439+95	CONSTRUCT ROLLING DRAIN DIP
440+67	CONSTRUCT ROLLING DRAIN DIP
442+70	SIGN AND POST INSTALLATION, TRAIL #3 JUNCTION

ZUNI MOUNTAIN TRAILS ROAD LOGS

<u>STA.</u>	<u>TO</u>	<u>STA.</u>	<u>WORK ITEMS TRAIL #3</u>
		0+00	JUNCTION OF BOTH TRAIL NO. 2 AND TRAIL #3 IS 469 FEET NORTH OF FOREST SERVICE ROAD 151.
0+00		161+70	FROM NEW TRAIL JUNCTION WITH NEW TRAIL #2 AT M.P. 0.0000 TO THE END M.P. 3.06 AT THE JUNCTION WITH END OF NEW TRAIL #2 AT THAT BEGINNING M.P. 0.0000 COMPLETE THE FOLLOWING WORK ITEMS: <ol style="list-style-type: none"><li>1) CLEAR AND GRUB TRAIL TO DIMENSIONS, AS SHOWN ON THE DRAWINGS. MAJORITY OF CLEARING IS LIGHT. SLASH DISPOSAL FOR LOGS, STUMPS, AND LIMBS IS SCATTERING DOWNSLOPE OF TRAIL OUTSIDE OF CLEARING LIMITS.</li><li>2) CONSTRUCT AND RECONSTRUCT OUTSLOPED TRAIL TREAD AS DIRECTED BY THE TRAIL WORK LIST TO DIMENSIONS, AS SHOWN ON THE DRAWINGS, INCLUDING LISTED DRAINAGE STRUCTURES.</li><li>3) VERIFY LOCATIONS FOR ALL DRAINAGE STRUCTURES, SHOULD THEY NEED TO BE MOVED OR MORE ARE NEEDED, TO INSURE PROPER DRAINAGE OF TRAIL. <u>ALL DRAINAGE WORK IS INCIDENTAL</u> TO BOTH CONSTRUCTION &amp; RECONSTRUCTION, INCLUDING ANY ADDED STRUCTURES NEEDED FOR PROPER DRAINAGE. ANY LOCATION CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.</li></ol>
0+00		161+70	RECONSTRUCT NEW TRAIL FOLLOWING EXISTING TREAD, ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
0+00		161+70	RECONSTRUCT NEW TRAIL FOLLOWING EXISTING TREAD, ANY ROUTE CHANGES MUST BE APPROVED BY THE CONTRACTING OFFICER.
0+00			SIGN AND POST INSTALLATION
0+22			CONSTRUCT ROLLING DRAIN DIP
1+63			CONSTRUCT ROLLING DRAIN DIP
2+92			CONSTRUCT ROLLING DRAIN DIP
3+20			CONSTRUCT ROLLING DRAIN DIP
3+95			CHECK DAM
4+33			CONSTRUCT ROLLING DRAIN DIP
4+45			CONSTRUCT ROLLING DRAIN DIP
7+88			CONSTRUCT ROLLING DRAIN DIP
8+43			CONSTRUCT ROLLING DRAIN DIP
8+53			SIGN AND POST INSTALLATION, ROUTE MARKER SIGNS, 2
16+41			CONSTRUCT ROLLING DRAIN DIP
18+54			CONSTRUCT ROLLING DRAIN DIP

22+96	CONSTRUCT ROLLING DRAIN DIP
25+27	CONSTRUCT ROLLING DRAIN DIP
26+12	CONSTRUCT ROLLING DRAIN DIP
34+69	CONSTRUCT ROLLING DRAIN DIP
35+13	CONSTRUCT ROLLING DRAIN DIP
35+66	CONSTRUCT ROLLING DRAIN DIP
37+39	CONSTRUCT ROLLING DRAIN DIP
42+43	CONSTRUCT ROLLING DRAIN DIP
44+13	CONSTRUCT ROLLING DRAIN DIP
44+62	CONSTRUCT ROLLING DRAIN DIP
45+62	REASSURANCE MARKER
52+71	CONSTRUCT ROLLING DRAIN DIP
57+30	CONSTRUCT ROLLING DRAIN DIP
61+07	INSTALL ROUTE NUMBER SIGNS
61+36	INSTALL ROUTE NUMBER SIGNS
62+19	CONSTRUCT ROCK CAIRN
69+85	CONSTRUCT ROCK CAIRN
72+40	CONSTRUCT ROLLING DRAIN DIP
72+90	CONSTRUCT ROLLING DRAIN DIP
73+33	INSTALL ROUTE NUMBER SIGN
73+91	INSTALL ROUTE NUMBER SIGN
77+37	CONSTRUCT ROLLING DRAIN DIP
77+81	CONSTRUCT ROLLING DRAIN DIP
78+68	CONSTRUCT ROLLING DRAIN DIP
78+83	CONSTRUCT ROLLING DRAIN DIP
83+55	CONSTRUCT ROLLING DRAIN DIP
83+84	CONSTRUCT ROLLING DRAIN DIP
95+03	CONSTRUCT ROLLING DRAIN DIP
95+65	CONSTRUCT ROLLING DRAIN DIP
98+16	CONSTRUCT ROLLING DRAIN DIP
102+41	CONSTRUCT ROLLING DRAIN DIP
104+56	CONSTRUCT ROLLING DRAIN DIP

113+20	CONSTRUCT ROLLING DRAIN DIP
118+94	CONSTRUCT ROLLING DRAIN DIP
125+80	CONSTRUCT ROLLING DRAIN DIP
127+47	CONSTRUCT ROLLING DRAIN DIP
139+35	CONSTRUCT ROLLING DRAIN DIP
141+65	CONSTRUCT ROLLING DRAIN DIP
142+12	SIGN AND POST INSTALLATION, ROUTE MARKER, 2
143+46	CONSTRUCT ROLLING DRAIN DIP
143+73	CONSTRUCT ROLLING DRAIN DIP
146+81	CONSTRUCT ROLLING DRAIN DIP
147+59	CONSTRUCT ROLLING DRAIN DIP
151+97	CONSTRUCT ROLLING DRAIN DIP
152+49	CONSTRUCT ROLLING DRAIN DIP
154+92	CONSTRUCT ROLLING DRAIN DIP
157+46	CONSTRUCT ROLLING DRAIN DIP
158+03	CONSTRUCT ROLLING DRAIN DIP
161+06	CONSTRUCT ROLLING DRAIN DIP
161+70	TRAIL #2 JUNCTION WITH TRAIL #3, SIGN

**VENDOR NO. 296**

DATE	INVOICE NO. - DESCRIPTION	DEPARTMENT	PO NUMBER	NET AMOUNT
10/08/2018	320 - 238-1412	11 AP		3,000.00
<b>TOTAL</b>			<b>3,000.00</b>	

**County of McKinley**  
207 West Hill  
PO BOX 70  
Gallup, NM 87305-0070

171870

10/18/2018

\*\*\*\*\*\$3,000.00

Three Thousand and 00/100 Dollars

NWNM COUNCIL OF GOVERNMENTS  
106 West Aztec  
GALLUP, NM 87301

**NON-NEGOTIABLE**



<p>STATE OF NEW MEXICO  <b>McKINLEY COUNTY</b>          P.O. BOX 70          GALLUP, NM 87305          (505) 722-3868</p>	<p>TO: THE TREASURER OF MCKINLEY COUNTY          GALLUP, NEW MEXICO  <small>SUBJECT, HOWEVER, TO THE PAYMENT OF TAXES,          FEES AND COSTS TO BE PAID TO THE PUBLIC          AND OFFICIALS, AS SHOWN BY THE TAX BILLS OF SAID          COUNTY, WHICH IN THE ORDER OF RECEIPT ARE</small>  <b>VOID 1 YEAR FROM DATE</b></p>	<p>12/24          10/2  <b>Pinnacle Bank</b>          GALLUP, NM 87301</p>	<p><b>171870</b></p>
<p>CHECK DATE  <b>10/18/2018</b></p>	<p>Three Thousand and 00/100 Dollars</p>	<p>WARRANT NO.  <b>171870</b></p>	<p>CHECK AMOUNT          *****\$3,000.00</p>
<p>PAY TO THE          ORDER OF</p>	<p><b>NWNM COUNCIL OF GOVERNMENTS</b>          106 West Aztec          GALLUP, NM 87301</p>	<p><i>[Signature]</i>          BOARD OF COUNTY COMMISSIONERS          ATTEST: COUNTY CLERK OR DEPUTY</p>	

⑈ 171870⑈ ⑆ 107002448⑆ 3110214072⑈

1349179437

Bank of Colorado107002448  
Gallup 1  
2018-10-22  
1349179437

FOR DEPOSIT ONLY

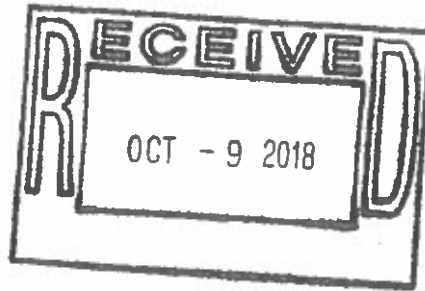
By endorsing this warrant I certify that the services have been rendered and/or the goods purchased delivered for which this warrant is in payment and that no other payment has been received for the same. Endorsement must be made by the payee in ink or indelible pencil to be honored.





Northwest New Mexico Council of Governments  
106 West Aztec Ave

# Invoice



Invoice #: 320  
Invoice Date: 10/8/2018  
Due Date: 10/8/2018  
Project:  
P.O. Number:

Bill To:  
McKinley County  
Anthony Dimas, Jr., Manager  
PO Box 70  
Gallup, NM 87305

Description	Hours/Qty	Rate	Amount
ZMTP QA/OC Drawdown #1, 18-AUG-3986		3,000.00	3,000.00
Drawdown 1 per 18-AUG-3986 Vendor #296			
238.1412.45030 - \$2563.20	(.8544)		
238.1412.45037 436.80	(.1456)		
<u>\$3,000.00</u>			
OKing to pay make 10/10/18	10/17/18		

**Total** \$3,000.00

**Payments/Credits** \$0.00

**Balance Due** \$3,000.00

Phone #  
505-722-4327

# NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

106 West Aztec  
Gallup, NM 87301

WEB: [www.nwnmco.gov](http://www.nwnmco.gov)

VOICE: (505) 722-4327

FAX: (505) 722-9211

JEFFREY G. KIELY  
Executive Director

## REPORT OF SERVICES & ACTIVITIES

DATE: October 9, 2018 COG Account Ref: 843-1  
Invoice(s): #320 (Draw #4) Agreement # 18-AUG-3986  
ISA#: McK-COG ISA #2017-001 County Contact: Rhonda Berg  
(505) 863-1400  
TO: McKinley County  
PO Box 70, Gallup, NM 87305  
ATTN: Anthony Dimas, Manager  
cc:// Sarah Keeler, Finance Director and Rhonda Berg, Grants Department  
RE: COG Services in Connection with: 

Inter-governmental Services Agreement with McKinley County for Zuni Mountains Trail Project Quality Assurance/Quality Control (QA/QC) Services.
---

  
FOR THE PERIOD: 8/20/17 to 9/30/18

### I. SCOPE SUMMARY

The purpose of this Agreement shall be for NWNMCOG to provide trail construction oversight services and quality assurance and quality control on trail construction completed by Southwest Conservation Corps.
--

### II. BUDGET SUMMARY

Total Budget, This Contract:	<u>\$12,000.00</u>
Total Amount Invoiced & Paid, Prior Periods	<u>\$0.00</u>
Budget Balance, Before this Invoice	<u>\$12,000.00</u>
Amount Billed, This Invoice	<u>\$3,000.00</u>
New Budget Balance, After this Invoice	<u>\$9,000.00</u>

**III. SUMMARY OF SERVICES & ACTIVITIES**

The COG has overseen and performed QA/QC services on 25% of the total contracted project to date, including flagging, assisting trail crews, and explaining design plan sets in the field. See attached monthly reports.

**IV. COST ALLOCATIONS**

CATEGORY		AMOUNT
<b>A.</b>	<b>% OF COMPLETION TO DATE</b>	
	Items detailed above (this includes all time & expenses of COG)	\$3,000.00
	TOTAL, COSTS	\$3,000.00
<b>B.</b>	<b>CONSULTANT &amp; OTHER ITEMIZED COSTS</b>	\$0.00
	<b>TOTAL COSTS BILLEABLE</b>	<b>\$3,000.00</b>

# Detail By Person

Date Range: 8/20/2018 - 9/30/2018

Person	Component	Date	Activity	Comment	Hours	
Carrie House						
	843 - 1 ZMTP					
		8/20/2018	PRODUCTION	PFF mapping for RTPO. ZMTP map and drawing prep.	9.00	
		8/21/2018	PRODUCTION	ZMTP cog Standard Drawing corrections	5.00	
		8/22/2018	PRODUCTION	ZMTP prep. Meet, greet, and inform SWCC of Trail #1 project.	10.00	
		8/23/2018	PRODUCTION	ZMTP archaeological field site identification and gps field data collection. Download files	10.00	
		8/24/2018	PRODUCTION	N. Wingate archaeological site visit in reference to proposed future reroute. Met with SWCC on pre-ZMTP trail #1 logistics.	4.00	
		8/26/2018	PRODUCTION	ZMTP prep. Field data download. GIS mapping	12.00	
		8/27/2018	PRODUCTION	Used gps to identify flag locations. Met with forest service campground host, per SWCC camp-work site. GIS mapping and prep for SWCC arrival. Conversations with Forest Service per approval of beginning trail construction.	7.00	
		8/28/2018	PRODUCTION	ZMTP fieldwork. Touch base with campground host and SWCC. GIS mapping	10.00	
		8/29/2018	PRODUCTION	Fieldwork. GIS mapping. Admin for trip report.	10.00	
		9/2/2018	PRODUCTION	gis mapping	3.00	
		9/4/2018	PRODUCTION	Crew B trail construction and preparation	9.00	
		9/5/2018	PRODUCTION	Fieldwork	12.00	
		9/6/2018	PRODUCTION	Fieldwork	1.00	
		9/9/2018	PRODUCTION	Fieldwork	12.00	
		9/10/2018	PRODUCTION	fieldwork	12.00	
		9/11/2018	PRODUCTION	Crew B departs, Crew A arrives, and weekly report for FS	12.00	
		9/12/2018	PRODUCTION	Fieldwork at Quartzhill	4.00	
		9/16/2018	PRODUCTION	quartzhill data mapping	3.00	
		9/17/2018	PRODUCTION	Fieldwork SWCC and Enterprise, assist survey engineer	12.00	
		9/18/2018	PRODUCTION	Fieldwork, Assist engineer	13.00	
		9/19/2018	PRODUCTION	Assist engineer, road construction, and land conservation efforts.	12.00	
		9/23/2018	PRODUCTION	Trailhead assist. COG status email, gis mapping	12.00	
		9/24/2018	PRODUCTION	Fieldwork, gis mapping	12.00	
		9/25/2018	PRODUCTION	email, correspondences with mckinley roads, swcc trail status..forest service report, flagging	10.00	
					843 - 1 ZMTP Total:	216.00
					Carrie House Total:	216.00
Evan Williams						
	843 - 1 ZMTP					
		8/20/2018	PRODUCTION	ZMTP work	4.00	
		8/23/2018	PRODUCTION	ZMTP work	1.00	
		8/24/2018	PRODUCTION	ZMTP work	1.00	
		8/30/2018	PRODUCTION	ZMTP field work de-brief	2.00	
		9/20/2018	PRODUCTION	sent proposal to NMDOT D-6 for tree cutting	1.00	
					843 - 1 ZMTP Total:	9.00
					Evan Williams Total:	9.00
					Grand Total	225.00

*(This report does not include time of Strider Brown)*



# Zuni Mountains Trail Project Implementation Report

August 2018

**Synopsis:** The activities during the last three quarters have been focused on implementing the first project, Milk Ranch & McGaffey Trail System. Finalizing approval of design work, executing contract with Southwest Conservation Corps, gaining approved scopes-of-work from USFS, and launching field work were of this period.

## August 2018:

### McKinley County (McGaffey/Milk Ranch Trail Project):

- **Southwest Conversation Corps:** On August 7<sup>th</sup>, the County Commission approved a master construct with SWCC for trailbuilding services.
- **McGaffey/Milk Ranch Trail Project Coordination Meeting:** On August 14<sup>th</sup>, USFS District Ranger Alvin Whitehair held a meeting with Herbert Ray (USFS), County staff, and COG staff to discuss and approve scopes-of-work for construction this season in McGaffey area. Three scopes-of-work were approved with the caveat that Doug Kosik, USFS Archeologist, approve final design plan sets and alignments before construction starts.
  - **Milk Ranch Trail System (Phase I)** – approves about 15 miles of trail system to be built but removes the Wingate connector trail until further review.
  - **Milk Ranch Trailhead (Phase IA)** – approves the construction of this trailhead but we need to attach final plan set.
  - **McGaffey Trail System (Phase IB)** - approves the construction of this trail system but we need to attach final plan set.
- **Scoping Memo:** COG drafted a scoping memo of key project personnel and contact information and to outline next steps for pre-construction actions and seasonal construction.
- **Trail Building Oversight and QA/QC:** The COG has dispatched Carrie House and Strider Brown starting August 21<sup>st</sup> to review trail alignments with Doug Kosik; flag trail improvements; discuss specifications and prescriptions with SWCC; and QA/QC trail work.
- **Trail Work:** On August 27<sup>th</sup>, SWCC crew starts trail work on the south end of the Milk Ranch east side connector.



### Images Gallery of SWCC trailbuilding:



**Cibola County (Quartz Hill Trail Project):** COG helped Cibola County secure an alternative fiscal agent through McKinley County and create an agreement with them. On August 22<sup>nd</sup>, Cibola County was notified that it would not need a fiscal agent going forward, and a request to NMDOT was submitted on the Recreational Trails Grant. In the meantime, the COG completed the environmental level of effort and background documentation to advance a grant agreement between NMDOT and the County.

**Milestones:**

- SWCC-McKinley County Master Contract executed – August 7<sup>th</sup>
- Cleared Milk Ranch east side connector (Purple Haze) with USFS, flagged initial sections, and lined out SWCC.
- Trail Work started – August 27<sup>th</sup>

**Next Steps:**

- Line-out and set schedule for the County roads crew to develop trailhead;
- Work on securing an alternative fiscal agent and grant agreement to gear up design this summer on the Quartz Hill Trail Project.
- COG contracts trail design of Quartz Hill.





# Zuni Mountains Trail Project Implementation Report

September 2018

**Synopsis:** The activities during the last three quarters have been focused on implementing the first project, Milk Ranch & McGaffey Trail System. Finalizing approval of design work, executing contract with Southwest Conservation Corps, gaining approved scopes-of-work from USFS, and launching field work were of this period.

## September 2018:

**McKinley County (McGaffey/Milk Ranch Trail Project):** Main work area is Purple Haze or East side connector from Hilso to Milk Ranch.

- **Trail Building Oversight and QA/QC:** The COG Team of Strider Brown and Carrie House continued to flag sections of trail ahead of Southwest Conservation Corps (SWCC) construction crews, meet with the crew and explain the design plan set. After work is completed, COG team comes in behind SWCC to certify the work.
- **Trailhead:** COG staff supported getting the County crew and USFS started on Milk Ranch Trail head.

Images of Major re-route completed this month (showing before, after, and decommission of unsustainable section)



**Cibola County (Quartz Hill Trail Project):** COG helped Cibola County secure an alternative fiscal agent through McKinley County and create an agreement with them. The COG has been supporting the completion of the environmental level of effort package to move them to a grant agreement with NMDOT. The COG Team did a field visit to this system to groundtruth the decision notice data.

## Milestones:

- Trail Work started – August 27<sup>th</sup>
- Trailhead Work started – September 16<sup>th</sup>

## Next Steps:

- Line-out and set schedule for the County roads crew to develop trailhead;
- Work on securing an alternative fiscal agent and grant agreement to gear up design this summer on the Quartz Hill Trail Project. COG contracts trail design of Quartz Hill.



# McKinley County

INTERGOVERNMENTAL SERVICES AGREEMENT  
*with the Northwest New Mexico Council of Governments*

## **"Zuni Mountains Trail Project Quality Assurance/Quality Control Service"**

---

**WHEREAS**, in April 2017, the New Mexico Department of Transportation (NMDOT) awarded to the County of McKinley (hereinafter "County") a Recreation Trails Grant to design and construct a trail and trailhead for the Milk Ranch/McGaffey area of the Zuni Mountains Trail Project; and

**WHEREAS**, the County has entered into an agreement with the NMDOT to receive and manage said grant, and committed the required match of In local and other funds; and

**WHEREAS**, this agreement will help assure the County that the project is completed during construction to USFS standards and the design plan set; and

**WHEREAS**, the Northwest New Mexico Council of Governments (hereinafter "NWNMCOG") provides a range of planning services on behalf of the County and other entities in the northwest region of New Mexico, and moreover has specific knowledge of the background and intent of said planning grant; and

**WHEREAS**, NWNMCOG was statutorily established to function as a multi-jurisdictional planning entity, formed by and in service to a voluntary association of units of local government in Planning District 1, pursuant to: the Regional Planning Act, Section 3-56-1 through 3-56-9, NMSA 1978; the Planning District Act, Sections 4-58-1 through 4-58-6, NMSA 1978, NMSA 1978; and Executive Orders of the New Mexico Governor dated January 2, 1969 and January 10, 1973 regarding Planning and Development Districts in the State of New Mexico; and

**WHEREAS**, County of McKinley is an active member of NWNMCOG and holds 4 voting seats on the Board of Directors thereof; and

**WHEREAS**, the New Mexico Department of Finance and Administration further encourages the use of intergovernmental services agreements as appropriate to the efficient procurement of inter-agency services; and

**WHEREAS**, County of McKinley desires to engage NWNMCOG to provide quality assurance and quality control services for the project; and



**THEREFORE**, this agreement is entered into by and between the County of McKinley and the Northwest New Mexico Council of Governments pursuant to the following purposes, conditions and terms;

- A. **PURPOSE:** The purpose of this Agreement shall be for NWNMCOG to provide trail construction oversight services for the project, as outlined in the attached proposal.
- B. **SCOPE OF WORK:** NWNMCOG's services in support of the above purpose shall involve overall coordination of trail building activities associated with the project and include services outlined in the attached proposal.
- C. **TIMEFRAME:** Work pursuant to this agreement shall be effective no sooner than August 20, 2018 and be completed no later than December 31, 2018, except as amended and mutually agreed upon in writing.
- D. **COMPENSATION:**
  - 1. Total compensation under this agreement shall not exceed \$12,000.00.
  - 2. Within the total compensation amount, NWNMCOG shall be authorized to subcontract work to qualified parties for expert assistance with the Scope of Work herein.
  - 3. NWNMCOG shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the County or its designees. The County shall have the right to audit billings both before and after the payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payment.
- E. **METHOD OF PAYMENT:** NWNMCOG shall present to the County invoices for services not more frequently than monthly. Upon presentation of an invoice by NWNMCOG and its approval by the County Manager, payment for the reported fees and reimbursable expenses shall be made within thirty (30) days.
- F. **ACCESS TO INFORMATION:** It is agreed that the County and its agencies shall furnish all available information, data, reports, records and maps to NWNMCOG. No charge shall be made to NWNMCOG for such information, and the County and its agencies shall cooperate with NWNMCOG to facilitate performance of the work described in this agreement.
- G. **OWNERSHIP OF DOCUMENTS:** All documents and data produced pursuant to this agreement shall be the property of the County. NWNMCOG shall be permitted to retain reproducible copies, to cite itself and/or its consultants as producers of said work, and to disseminate such documents as permitted by the County.
- H. **LIMITATION OF LIABILITY:**
  - a. This Agreement shall not create a general liability of the constituent members of NWNMCOG.

- b. NWNMCOG shall hold the County harmless with respect to any damages, expenses or claims arising or in connection with any negligent acts, errors or omissions performed by NWNMCOG under this Agreement. This shall not be construed as a limitation of NWNMCOG's liability under this Agreement or as otherwise provided by law.
- I. **MODIFICATION AND TERMINATION:** Any modifications or amendments to this Agreement shall be in writing, and when signed by both parties shall be made part of the Agreement. The Agreement may be terminated by either party upon thirty (30) days written notice to the other.
- J. **CERTIFICATION:** NWNMCOG shall comply with the requirements of all applicable laws, rules and regulations, and shall assume full responsibility for payment of federal, state and local taxes and contributions imposed or required under Social Security, Workers Compensation and income tax laws.
- K. **ADEQUATE APPROPRIATIONS:** This agreement is contingent upon sufficient appropriations and authorization being made for the performance of this Agreement. If sufficient appropriations and authorization are not made, this Agreement shall terminate immediately upon written notice being given by the County to the NWNMCOG. The County's decision as to whether sufficient appropriations are available shall be accepted by the NWNMCOG and shall be final. If the County proposes an amendment to the Agreement to unilaterally reduce funding, the NWNMCOG shall have the option to terminate the Agreement or agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.
- L. **STATUS OF CONTRACTOR:** NWNMCOG and its officers, agents and employees are independent contractors performing professional services for the County and are not employees of the County. The NWNMCOG and its agents and employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to employees of the County as a result of this Agreement. The NWNMCOG agrees not to purport to bind the County unless the NWNMCOG has express written authority to do so and then only within the strict limits of that authority.
- M. **PENALTIES:** The Procurement Code, § 13-1-28 through §13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- N. **NOTICES:** Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County:

Anthony Dimas Jr., County Manager  
PO Box 70  
Gallup, NM 87305

To NWNMCOG:

Jeffrey G. Kiely, Executive Director  
106 West Aztec Avenue  
Gallup, NM 87301

IN WITNESS WHEREOF, the parties affix their signatures here below:

County of McKinley

BY:

  
\_\_\_\_\_  
Anthony Dimas Jr., Manager

Date:

08-14-18

Northwest New Mexico Council of Governments

BY:

  
\_\_\_\_\_  
Jeffrey G. Kiely, Executive Director

Date:

8/15/18