Cost Share Flowchart, Pacific Southwest Region
2022

**Jurisdictional Agency Incident Commanders**

- Determine command structure, identify jurisdictional threats/values at risk, review WFDSS, provide recommendations for sharing costs on jointly approved operations and recommend methodology to respective Agency Administrators.

**Agency Administrators or Designee**

- Negotiate the terms and methodology for the cost sharing.
- Notify Regional Incident Business Staff (Kris Armstrong or Yolie Thomas) when cost share discussions have begun (prior to any formal agreement). A Cost Share Specialist will be assigned by the Regional Office to provide assistance and advice, as needed on methodology or specific terms to be included in the agreement.

**Cost Share Specialist (RO)**

- Work with Cooperators, Incident Commanders, and Agency Administrators to develop a draft cost share agreement, utilizing existing California Interagency Incident Finance Advisors (CIIFA) approved templates, provided by the Cost Share Specialist.

**Cost Share Specialist/CIIFA Member (Respective Agency)**

- Review draft proposal, provide input and ensure the two key objectives (below) are met, prior to returning to host unit:
  - 1. Clear articulation of how the financial responsibilities will be split between the parties under the terms of the Cooperative Agreement.
  - 2. The ability to implement the cost share agreement, which also requires an understanding of financial systems and other supporting processes.

**Agency Administrator or Designee**

- Send draft agreement to the Regional Office for review, to either the Fire and Aviation Management (FAM) Deputy Director or the Deputy Regional Forester (DRF), include a short summarization explaining the basis for cost sharing.

**RO FAM Deputy Director and/or DRF**

- Review draft cost share and provide input OR approval for signature.

**Agency Administrator**

- Sign agreement and send to Cost Share Specialist and to the respective agencies, included in the agreement for filing, settlement and invoicing.