



FAQ: Coop Fire Protection Agreements Cost Share Agreements & Reimbursable Agreements

What is the effective date of implementation for cost package review requirements?

- Cost packages signed by all parties on 7/14/2020 or earlier do not need to be routed through the secondary approval process. Any cost packages that receive final signature on 7/15/2020 or later do need to follow the threshold requirements of cost package review.

Do the thresholds for cost package review apply to only cost share settlements or all reimbursements associated with a cooperative fire protection agreement?

- The thresholds apply to all reimbursements, to include 100% billing packages as well as cost share settlement packages.

Where do I send cost packages and/or reimbursable payment (Invoice) or receivable (FS Bill) over \$20 million dollars for the CFO secondary reviewing official?

- The inbox is SM.FS.2ndReviewCFO@usda.gov.

Do the thresholds for cost package review apply only to cost shares or billings where the FS is the paying agency? Or do the packages require secondary review and signature even in the instance where the FS is billing for costs owed to the FS from a cooperative partner?

- The guidance applies to both billings the FS is initiating and settlements where FS is the receiving agency.

Can the threshold of up to \$15 million be delegated to someone outside of line, such as FAM program personnel (Incident Business Specialist, FMO, etc)?

- This threshold for secondary review may be delegated to line officers or FAM program personnel.

Do the thresholds apply to all FS costs associated with an incident or just the amount the FS is required to pay due to cost share settlement or straight reimbursement?

- The thresholds apply to the amount FS is to pay or bill a partner.

Is there a template required for cost packages that are sent to for review?

- There is a template developed for secondary reviewing official signature on cost packages. [Request form.pdf](#)

What is the process if cost packages are not available within the 180-day timeframe of incident demobilization?

- Current cooperative agreement template allows for written notification and documentation to be presented if there are delays in meeting billing timeframes.

Do regions need to document their identified secondary reviewing official in a formal manner? (Will this documentation be requested upon audit?)

- Yes, through the letter delegation process.

Prior to sending my bill or invoice to Incident Finance for payment what needs to be reviewed?

- A checklist for review has been developed to assist with reviews prior to submission to Incident Finance.