Unit Objectives:

- Describe the areas within the business aspects and finance that need to be considered and addressed during prevention assignments.
- Practice using a budget spreadsheet.

Unit at a Glance:

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<th>Topics</th>
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<th>Duration</th>
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<tr>
<td>Getting Started</td>
<td>Presentation</td>
<td>20 Minutes</td>
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<tr>
<td>Authorities</td>
<td>Presentation</td>
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<td>Types of Funding</td>
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<td>Procurement</td>
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<tr>
<td>Tracking Expenditures</td>
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<tr>
<td>Budget Worksheet Exercise</td>
<td>Exercise</td>
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<td><strong>Total Unit Duration</strong></td>
<td></td>
<td><strong>2 Hours</strong></td>
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</table>

Materials:

For Each Participant

- Federal Acquisition Regulation (FAR), [https://www.acquisition.gov/browse/index/far](https://www.acquisition.gov/browse/index/far).
- Unit 6-SR1-FPET Budget 6 person (duplicate of Unit 2-SR2).
### Unit Objectives

- Describe the areas within business and finance that need to be considered and addressed during prevention assignments.
- Practice using a budget spreadsheet.

#### Note to Instructor

It is important to use agency expertise to present this lesson. Ensure review is complete as these lesson elements can change.
Introduction

When assigned to the Fire Prevention and Education Team (FPET) for business needs, you should know about managing budgets and tracking finances.

Upon assignment, a member of the team should be designated, in advance, that will deal with the business aspects of the assignment.
• The following common elements should be considered by the host unit when getting started on the assignment. If they aren’t available, these logistical elements may become part of the financial considerations to address.

• The team leader should contact the host unit, prior to the FPETs arrival, to determine if facilities are available for team operations.

• If office space, office equipment, and other items are going to require renting, contact the host unit procurement staff for assistance.
• The host unit may establish incident business guidelines to hand out to incident management teams, buying teams, payment teams, and prevention teams. Business rules and guidelines are established in *NWCG Standards for Interagency Incident Business Management* (PMS 902) and should be referenced when needed. Reference NWCG Standards for Interagency Incident Business Management, PMS-902, https://www.nwcg.gov/publications/902.

• AD rates are established in the *NWCG Standards for Interagency Incident Business Management* (PMS 902) - the rates are standard nationwide. https://www.nwcg.gov/committees/incident-business-committee
Budget Considerations

- **A budget may be established.**
  - The FPET needs to discuss with the host unit, the dollar limitations and type of funding in advance or upon arrival to the incident.

- These guidelines provide:
  - Operating procedures established by the host unit that are to be followed by the FPET.
  - Points of contact for the business areas.
  - Special requirements.
  - Limitations on purchasing of unique items.
  - Any other pertinent information specific to the host unit.

- Discuss the importance of meeting the host unit administrative assistant to obtain incident guidelines, support, and procurement procedures.
The purpose of the FPET is to support fire prevention and wildland fire educational needs preceding and during periods of high wildfire danger.

A copy of the agreement can be found at the beginning of the National Interagency Mobilization Guide, NFES 2092, [https://www.nifc.gov/nicc/mobguide/index.html](https://www.nifc.gov/nicc/mobguide/index.html).

Upon request by a unit for a FPET, the order is placed through the existing ordering process used for emergency assignments.

However, an assignment to a FPET may not constitute a fire assignment and unique rules regarding the following may apply. The specific guidelines should be in the Delegation of Authority (DOA).

- Travel (Lodging, GOV/POV, Per diem, etc.)
- Pay: Base and Overtime
Types of Funding

- A variety of funding may be utilized for FPETs:
  - Regular Appropriations for Preparedness.
  - Severity Funding.
  - Wildland fire support funding.
  - State Funding (e.g., reimbursable agreements with states, compact agreements, cooperative agreements, and appropriated funds).
  - Fire trespass recovery funds.
  - Federal Emergency Management Agency (FEMA) Funding—declaration to state.

Different rules can apply to this list of funding types:

- Regular federal preparedness funds do not typically tie in with emergency authorities unless the resource requested is in response to an emergency incident.

- Severity funding does establish an emergency within itself since the funding source is the suppression authorities given to the federal agencies.

- Wildland fire support funding can be utilized like fire preparedness codes and incident-specific codes (e.g., P-codes, Large Fire Support funds).

- State funding sources will determine the level of spending and may be within emergency authorities. Typically, state activation of a team will generate the need for reimbursement.

- Fire trespass recovery funds come in the form of restitution from either Civil, Criminal, or Administrative settlements from fires involving negligence or liability. These funds have guidelines for the types of activities they can be used towards and have been used to support FPETs.

- FEMA declarations can come with a variety of rules for reimbursement and the mission tasking should be reviewed closely to determine what will and won’t be reimbursed.
### Procurement

- Federal agencies utilize various purchase tools and support.
  - Purchase Card
  - Contracts
  - Cooperative agreements
  - Purchase Order
  - Blanket Purchase Agreement (BPA)
**Purchasing Guidelines**

- All agencies have unique rules regarding purchasing and printing.
- The Federal Acquisitions Regulations (FAR) manual should guide all micro-purchases.
- [https://www.acquisition.gov/browse/index/far](https://www.acquisition.gov/browse/index/far)
- The Government Printing Office (GPO) has specific regulations regarding micro-purchases of printed materials.

- Procurement support options and purchasing rules change frequently and vary according to the agency. The team leader should always check with the host unit and agency before making purchases.

- Each federal agency has supplemented the FAR with their own supplemental acquisition regulations. These supplements provide additional guidelines, policies, and requirements for the agency.

- FAR, [https://www.acquisition.gov/browse/index/far](https://www.acquisition.gov/browse/index/far).

- If the team does not have an individual with a warrant or a micro-purchaser, consult the host unit’s procurement staff for any limitations on procuring services, supplies, and printing of materials for distribution including newspaper articles and ads.

- Consider:
  - Government Printing Office (GPO) for large federal printing jobs to include Small Purchase Authority (SPA).
  - Copy versus printing.
  - Emergency procurement rules for fire suppression do not apply.
  - Agency rules for paying for advertising.
The agency administrator is responsible for all expenditures that occur on their unit. However, it is critical for a FPET to track the costs the team incurs, and it may become part of the daily reporting. Refer to Unit 6-SR4-FPET Budget 6 for an example budget worksheet.

- Ask the Agency Administrator what the expectations are of the FPET in tracking costs.
  - What needs to be tracked?
  - Why?
  - How is the information to be provided?
- Many Tools Are Available for Tracking Costs
  - Spreadsheets
  - Databases
  - Crew Time Reports (CTRs)
  - Fire Time Reports (FTRs)
• Several reasons for tracking costs...
  – Your spending authority.
  – Accurate up-to-date numbers are needed for reviews and reports.
  – Final cost report.
  – Congressional and Agency cost reporting requirements.
  – What to track:
    • Salary, Lodging, Per diem, and Supplies.

• The primary thing to remember is what needs to be tracked, and if that information needs to be provided to someone in a report format.
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References

- Administratively Determined (AD) Pay Plan.
- Federal Acquisition Regulations.
- Others...

The following list of references will provide the user with information specific to incident business management guidelines, hiring information, mobilization information, and other policy, regulation, and law sources:

- FAR, https://www.acquisition.gov/browse/index/far.
Exercise

- Each student should review the budget spreadsheets, select one, and enter data provided in the DOA or from cadre.

- Unit 6-SR1-FPET Budget 6 person (duplicate of Unit 2-SR2)

- Facilitate a short discussion at the end to allow students to share their experience/thoughts on this exercise.

Note to Instructor

Each student, or pair of students, will need a laptop with the budget sheet accessible to work through this exercise.
Review Unit Objectives

- Describe the areas within business and finance that need to be considered and addressed during prevention assignments.
- Practice using a budget spreadsheet.

- Review unit objectives.