



# How-to: USGS-FS 3DEP Collaboration & Coordination Interagency Agreement

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## Introduction

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In September 2019, the USGS and FS signed an Interagency Agreement (IAA #19-IA-11130400-004 with end date 7/31/2024) to facilitate collaboration and coordination on 3DEP projects. The purpose for establishing this Interagency Agreement is to facilitate funds transfers from the FS to the USGS for collaborative lidar acquisitions, although this agreement can also cover other types of data acquired through 3DEP. Any Forest Service unit can use this interagency agreement. The intent is to avoid establishing a new IAA every time a new data acquisition is planned. The main IAA is a 7600A form, which is fully executed; the funds transfer form for the participating unit is a 7600B form.

### Forest Service Stakeholders

- Technical point of contact for the project
- Planning point of contact for the project
- Regional remote sensing coordinator
- Julie Davenport, GTAC point of contact ([julie.davenport@usda.gov](mailto:julie.davenport@usda.gov), 801-975-3448)
- Deborah Chorlton, Grants and Agreements point of contact ([deborah.chorlton@usda.gov](mailto:deborah.chorlton@usda.gov), 801-908-1921)
- Cindy Sessions, GTAC Budget point of contact ([cindy.sessions@usda.gov](mailto:cindy.sessions@usda.gov), 801-975-3802)

### USGS Stakeholders

- Technical point of contact for the project
- USGS National Map liaison for the project. This will vary by project area, and the correct point of contact can be found [here](#).
- Walter Kloth, GPSC Project Planning ([wkloth@usgs.gov](mailto:wkloth@usgs.gov), 303-202-4334)
- Jim Almekinder, Agreement Lead ([jalmekinder@usgs.gov](mailto:jalmekinder@usgs.gov), 573-308-3549)
- Janet Anselm, Billing point of contact ([janselm@usgs.gov](mailto:janselm@usgs.gov), 573-308-3814)

## How to Successfully Leverage the IAA

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There are two primary use cases for this IAA: the first is when you need to transfer funds to USGS in support of a Broad Agency Announcement (BAA) project, and the second is when your project is outside of the BAA process. The process varies by case, so instructions for both cases are provided.





## For Non-BAA Projects

### 1. Gather stakeholders for an initial discussion about the potential data acquisition project

Bring stakeholders from the FS, USGS, and other groups/agencies together to help everyone identify their roles, confirm the steps in the process, and identify any potential issues. During early discussions, we recommend contacting the USGS liaison first; that person will be able to alert others at USGS of the pending work.

### 2. Post the area of interest to SeaSketch

When you have a potential area of interest, post it to [SeaSketch](#) in case there are other federal or state agencies who would be interested in contributing funds to cover the same or adjacent areas. It is okay if your project is still in development, or not funded, because SeaSketch is meant to be a tool for collaboration.

### 3. Develop a statement of work for the project area

Each new data acquisition project is processed as a modification to the original IAA. To make this happen, you will need to complete a statement of work for your project area.

In some cases, FS data acquisition specification needs for forestry applications like quality level, leaf on versus off, flight line overlap, and scan angle are likely to be more stringent than what other partner agencies may need, including USGS. These discrepancies are not irresolvable, but it is important to communicate to partners why these differences are important in the planning stages so that they can be incorporated into the statement of work.

### 4. Complete the 7600B

The 7600B is where you will fill out the funding and order requirements for the project. Avoid printing and scanning the document so that people can easily sign and share the fillable PDF.

### 5. Confirm project details with USGS

USGS needs to be kept apprised of the project plan, especially when the Forest Service contribution to a project is not expected to cover the full cost of the project. The USGS will not automatically cover funding gaps if stakeholder contributions do not cover the full project cost.

Send the draft statement of work to USGS for review and edits. It saves time to ask USGS for edits before we ask them for final signatures.

### 6. Enter funding information in WorkPlan

For GTAC to authorize your funds, you must enter the project into WorkPlan. Take a screenshot of the project, including the job code, override, and funding amount. Budget will provide the acquisition plan record for the local office to link in WorkPlan.





## 7. Send documents to GTAC

Send the screenshot of workplan, completed SOW, completed 7600B, and acknowledgement of the project from USGS to GTAC (Julie Davenport). GTAC will forward those documents on to the appropriate contacts in budget, grants and agreements, and at USGS.

### For BAA Projects

If you already have a BAA project accepted through the USGS, then you will have already completed many of the steps above. In that case, you only need to focus on the statement of work, the 7600B, and funding information in WorkPlan.

#### 1. Statement of Work

If the Forest Service is partnering with other agencies on a BAA project and there is an existing statement of work that accurately describes all deliverables and considerations that the Forest Service expects, then it is fine to use and/or reference the existing statement of work.

If, however, the Forest Service is the primary partner and is responsible for developing a statement of work, or there are additional deliverables or specifications that the Forest Service's financial contribution will pay for (e.g., upgrades to QL1 or additional acreage), then you will need to complete the template statement of work to ensure that the Forest Service's expectations are clearly outlined.

#### 2. 7600B

Because the master agreement is national in scope, most of the information in the 7600B will remain unchanged. You only need to complete Page 2 of the 7600B, which contains funding information. Because there are likely to be multiple BAA projects, GTAC will combine multiple funding pages into one 7600B.

#### 3. WorkPlan

For GTAC to authorize your funds, you must enter the project into WorkPlan. Take a screenshot of the project, including the job code, override, and funding amount. Budget will provide the acquisition plan record for the local office to link in WorkPlan.

Send the screenshot of workplan, statement of work or reference to the partner's statement of work, and page 2 of the 7600B to GTAC (Julie Davenport). GTAC will forward those documents on to the appropriate contacts in budget, grants and agreements, and at USGS.

## Where does the project go once it goes to GTAC?

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Grants & Agreements (Deborah Chorlton) will link the project in WorkPlan and set the project up in Natural Resource Manager (NRM). GTAC (Julie Davenport) will approve the project in NRM. The project is then routed to Budget.





After being approved by Budget, Grants & Agreements (Deborah Chorlton) facilitates USGS review and signature of the 7600B and statement of work. Once the agreement is executed, USGS will begin the process of issuing a task order for the 3DEP data collection through their Geospatial Product and Service Contracts (GPSC).

## When will I get the data?

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Depending on how the USGS GPSC contract is written, it can take up to 18 – 24 months from when the contract is finalized for the vendor to fly the lidar, process the data, send the data to USGS for QAQC, and for USGS to share the data with the FS. Care should be taken to ensure that the delivery of the final products to the Forest Service does not take place outside the end date of the Interagency Agreement (7/31/2024) or any subsequent extensions / renewals of the IAA.

