



MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
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1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 12-PA-11090700-014	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 01
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Lake States Acquisition Team E6248 US Highway 2, Ironwood, MI 49938	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Ottawa National Forest Service E6248 US Highway 2, Ironwood, MI 49938	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Houghton Keweenaw Conservation District 600 E Lakeshore Dr., #204 Houghton MI 49931	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: Extend expiration date to 12/31/2015
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Additional GLRI funding for use in 2013, 2014, and 2015. NFXF0J \$26,905
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
Provide additional GLRI funding to continue invasive species KISMA work through 2015.

10. ATTACHED DOCUMENTATION (Check all that apply):

<input checked="" type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SIGNATURE (Signature of Signatory Official)	11.B. DATE SIGNED 7-24-13	11.C. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.D. DATE SIGNED 7/20/13
11.E. NAME (type or print): GINA NICHOLAS		11.F. NAME (type or print): ANTHONY V. SCARDINA	
11.G. TITLE (type or print): Chairperson		11.H. TITLE (type or print): Forest Supervisor	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: CATHY ANSAMI U.S. Forest Service Grants Management Specialist	12.B. DATE SIGNED 7/20/13
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Burden Statement

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Attachment:

USFS Agreement No.:
Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
 (1) No program income is expected and
 (2) The Cooperator is not giving cash to the FS and
 (3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$0.00	\$24,784.00	\$500.00	\$8,856.00	\$34,140.00
Travel	\$0.00	\$1,466.00	\$0.00	\$0.00	\$1,466.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$555.00	\$0.00	\$0.00	\$555.00
Printing	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$0.00	\$26,905.00	\$500.00	\$8,856.00	\$36,261.00
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$0.00				\$0.00
Total	\$0.00	\$26,905.00	\$500.00	\$8,856.00	\$36,261.00
Total Project Value:					\$36,261.00

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 74.20%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 25.80%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. $\text{cost/day} \times \# \text{ of days} = \text{total}$, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by $\text{cost/day} \times \# \text{ of days}$, costs may be calculated simply by a contracted value that is not dependent on days worked, such as $1 \text{ employee} \times \$1,200/\text{contract} = \$1,200$. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
HKCD Administrator 2014	\$156.00	13.00		\$2,028.00
HKCD Administrator 2015	\$156.00	6.00		\$936.00
KISMA Administrator 2014	\$260.00	19.00		\$4,940.00
KISMA Coordinator 2015	\$260.00	63.00		\$16,380.00
				\$0.00
Non-Standard Calculation				
KISMA Coordinator: An additional \$500 for 2013 work.				\$500.00
Total Salaries/Labor				\$24,784.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Mile	# of Miles	Total
Mileage		\$0.51	2000.00	\$1,020.00
				\$0.00
Non-Standard Calculation				
Lodging in Marquette, MI (2014 UP Invasive Species meeting)				\$77.00
Meals & incidental expenses in Marquette, MI				\$69.00
Lodging in Midwest City (Upper Midwest Invasive Species Conference 2014)				\$200.00
Meals & expenses in Midwest City (Upper Midwest Invasive Species Conf. 2014)				\$100.00
Total Travel				\$1,466.00

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
				\$0.00
Non-Standard Calculation				

Total Equipment						\$0.00
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Supplies/Materials

Standard Calculation						
Supplies/Materials		# of Items	Cost/Item		Total	
						\$0.00
						\$0.00

Non-Standard Calculation						
Invasive plant educational materials, tools, safety equipment						\$555.00

Total Supplies/Materials						\$555.00
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Printing

Standard Calculation						
Paper Material		# of Units	Cost/Unit		Total	
						\$0.00

Non-Standard Calculation						
Printing invasive species educational materials						\$100.00

Total Printing						\$100.00
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Other Expenses

Standard Calculation						
Item		# of Units	Cost/Unit		Total	
						\$0.00

Non-Standard Calculation						
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Total Other						\$0.00
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Subtotal Direct Costs

\$26,905.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs			Total
	\$26,905.00			\$0.00

Total Coop. Indirect Costs				\$0.00
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TOTAL COST

\$26,905.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.

NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. $\text{cost/day} \times \# \text{ of days} = \text{total}$, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by $\text{cost/day} \times \# \text{ of days}$, costs may be calculated simply by a contracted value that is not dependent on days worked, such as $1 \text{ employee} \times \$1,200/\text{contract} = \$1,200$. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor					
Standard Calculation					
Job Description		Cost/Day	# of Days		Total
Additional funding for 2013 KISMA Coordinator					\$500.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Non-Standard Calculation

Total Salaries/Labor	\$500.00
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Travel					
Standard Calculation					
Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Non-Standard Calculation

Total Travel	\$0.00
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Equipment					
Standard Calculation					
Piece of Equipment	# of Units	Cost/Day	# of Days		Total
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Non-Standard Calculation

Total Equipment **\$0.00**

Supplies/Materials

Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Supplies/Materials **\$0.00**

Printing

Standard Calculation				
Paper Material		# of Units	Cost/Unit	Total
				\$0.00

Non-Standard Calculation

Total Printing **\$0.00**

Other Expenses

Standard Calculation				
Item		# of Units	Cost/Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Other **\$0.00**

Subtotal Direct Costs **\$500.00**

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
	\$500.00		\$0.00
Total Coop. Indirect Costs			\$0.00

TOTAL COST **\$500.00**

WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Hour	# of Hours	Total
Volunteer work on invasive plants 2014		\$22.14	200.00	\$4,428.00
Volunteer work on invasive plants 2015		\$22.14	200.00	\$4,428.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
<div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div>				
Total Salaries/Labor				\$8,856.00

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
<div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div>				
Total Travel				\$0.00

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

\$0.00

Non-Standard Calculation

Total Equipment \$0.00

Supplies/Materials

Standard Calculation

Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Non-Standard Calculation

Total Supplies/Materials \$0.00

Printing

Standard Calculation

Paper Material		# of Units	Cost/Unit	Total
				\$0.00

\$0.00

Non-Standard Calculation

Total Printing \$0.00

Other Expenses

Standard Calculation

Item		# of Units	Cost/Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Non-Standard Calculation

Total Other \$0.00

Subtotal Direct Costs

\$8,856.00

TOTAL COST

\$8,856.00

Master Agreement # 12-PA-11090700-010
Supplemental Project Agreement # 12-PA-11090700-014

Modification #1: Revised Scope of Work

Agreement between the Houghton Keweenaw Conservation District (HKCD) and the USDA Forest Service, Ottawa National Forest (USFS).

GENERAL PROJECT DESCRIPTION

The purpose of this modification is to continue providing a Coordinator for the Keweenaw Invasive Species Management Area (KISMA). KISMA includes twenty-two member organizations, all concerned with the spread of non-native invasive species in natural areas in Houghton, Keweenaw, and Baraga Counties in the Upper Peninsula of Michigan (13-MU-11090700-002).

Activities proposed in this modification include continued funding of a part-time KISMA Coordinator. The position would be fully funded in 2014, and partially funded in 2013 and 2015. The Coordinator would conduct public education, invasive species prevention and control activities, and coordinate activities among KISMA members. Other activities include the funding of the HKCD Administrator to administer this agreement and oversee the KISMA Coordinator, business travel for the KISMA Coordinator, and fund educational materials and supplies for support of the KISMA. This work would continue to be funded by the Great Lakes Restoration Initiative (GLRI). The KISMA Coordinator will recruit and organize in-kind invasive species work as match for this agreement.

RESPONSIBILITIES

A. The HKCD Shall:

1. Retain Coordinator for the KISMA in 2013, 2014, and 2015. Duties will include communicating with KISMA members, planning KISMA meetings, conducting public education on invasive species in Houghton, Keweenaw, and Baraga Counties, writing news releases about KISMA and invasive species, recruiting and supervising KISMA volunteers, and providing botanical expertise on the management of invasive plants. KISMA Coordinator will follow the KISMA annual operating plans to be developed cooperatively with all KISMA members and agreed upon by the HKCD.
2. Act as fiscal agent for GLRI grant funds as detailed in the attached financial plan.
3. Provide invoices to the FS relative to agreement expenditures.
4. Ensure GLRI funds are used only to achieve GLRI grant deliverables and other costs as detailed in the financial plan.
5. Implement the attached financial plan, which can be updated throughout the duration of the agreement period, provided both parties agree to the changes.
6. Be responsible for documenting, caring for, and securing any supplies purchased with funds from this agreement.
7. Work with KISMA Coordinator to provide interim reports by October 1 of 2013 and 2014, and a final report by October 1, 2015, and additional reports, as requested by the U.S. Forest Service.
8. Direct KISMA Coordinator to treat 30 acres of invasive plant infestations: 10 acres in 2013, 10 acres in 2014, and 10 acres in 2015. Acres will count if the KISMA Coordinator or KISMA volunteers under supervision of the KISMA Coordinator participated in the work.

9. Document 400 hours of volunteer time working on invasive species projects, to be planned with KISMA partners as part of annual operating plans.
10. For any printing funded by this agreement, work with the U.S. Forest Service to ensure compliance with U.S. Forest Service Handbook 1509.11, 72.11 – General Requirements, Section 12 (printing).

B. The U.S. Forest Service shall:

1. **PAYMENT/REIMBURSEMENT.** The U.S. Forest Service shall reimburse the HKCD for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$ 26,905, as shown in the Financial Plan. The U.S. Forest Service shall make payment upon receipt of the HKCD's quarterly invoice. Each invoice from the HKCD shall display the total project costs for the billing period, separated by U.S. Forest Service and the HKCD's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the HKCD's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. The HKCD's name, address, and telephone number
2. U.S. Forest Service agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period
6. Statement that the invoice is a request for payment by 'reimbursement'
7. If using SF-270, a signature is required.
8. Invoice Number, if applicable

The invoice must be sent by one of three methods (email is preferred):

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to: Ian Shackleford, ishackleford@fs.fed.us

All other items are as written in the original 2012 Master Agreement and 2012 Supplemental Project Agreement.

- A. **AVAILABILITY OF FUNDS.** U.S. Forest Service funds in the amount of **\$26,905.00** are currently available for performance of this agreement through **12/31/2015**. The U.S. Forest Service's obligation for performance of this agreement beyond this date is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this agreement beyond **12/31/2015** until funds are made available to the U.S. Forest Service for performance and until HKCD receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.