

FS Agreement No. 12-PA-11090700-014
Cooperator Agreement No. _____

PARTICIPATING AGREEMENT SUPPLEMENTAL PROJECT AGREEMENT
To
MASTER PARTICIPATING AGREEMENT # 12-PA-11090700-010
BETWEEN
HOUGHTON KEWEENAW CONSERVATION DISTRICT
AND THE
USDA, FOREST SERVICE
OTTAWA NATIONAL FOREST

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between the Houghton Keweenaw Conservation District, hereinafter referred to as "HKCD," and the USDA, Forest Service, Ottawa National Forest, hereinafter referred to as the "U.S. Forest Service," as specified under the provisions of Master Participating Agreement #12-PA-11090700-010.

I. GENERAL PROJECT DESCRIPTION

The purpose of this agreement is to use Great Lakes Restoration Initiative (GLRI) funds in the Keweenaw Invasive Species Management Area (KISMA) to encourage the cooperative relationship necessary for effective management, coordination and implementation of non-native invasive species programs in Houghton, Keweenaw, and Baraga counties. It will create the agreement between the HKCD and the U.S. Forest Service, Ottawa National Forest, needed to fulfill the requirements of the GLRI grant provided by the U.S. EPA.

The activities proposed in this supplemental participating agreement (SPA) include funding of a part-time KISMA coordinator. Other activities include the funding of the HKCD Administrator to administer this agreement and oversee the KISMA Coordinator, business travel for the KISMA coordinator, printing educational materials, and supplies for support of the KISMA and the KISMA coordinator.

In consideration of the above premises, the parties agree as follows:

II. RESPONSIBILITIES:

A. The HKCD shall:

1. Retain coordinator for the KISMA in 2012 and 2013. 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 at any time by a signed modification to this SPA, 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 an interim report by October 1, 2012, a final report by October 1, 2013, and additional reports, as requested by the FS.
8. Direct KISMA Coordinator to treat 20 acres of invasive plant infestations: 10 acres in 2012 and 10 acres in 2013. Acres will count if the KISMA Coordinator or KISMA volunteers under their supervision participated in the work.

B. The U.S. Forest Service shall:

1. Share supplies and equipment, as mutually agreed with cooperator, in support of GLRI grant activities.
2. Participate in KISMA meetings, activities, and the development of the KISMA annual operating plans.
3. Provide personnel assistance, as mutually agreed with cooperator, in support of KISMA and GLRI grant activities.
4. Submit invoice for payment within 30 days of receipt.
5. 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 **\$19,000** 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 Shackelford, ishackelford@fs.fed.us

3. **AVAILABILITY OF FUNDS.** U.S. Forest Service funds in the amount of \$19,000 are currently available for performance of this agreement through 1/31/2014. 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 1/31/2014 until funds are made available to the U.S. Forest Service for performance and until the HKCD receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.

III. CONTACTS & TIME LIMITS:

- A. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Sue Haralson, Administrator Address: 600 E. Lakeshore Dr., #204 City, State, Zip: Houghton, MI 49931 Telephone: 906-482-0214 FAX: 906-482-6074 Email: sue.haralson@mi.nacdnet.net	Name: Sue Haralson, Administrator Address: 600 E. Lakeshore Dr., #204 City, State, Zip: Houghton, MI 49931 Telephone: 906-482-0214 FAX: 906-482-6074 Email: sue.haralson@mi.nacdnet.net



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Ian Shackelford Address: E6248 US 2 City, State, Zip: Ironwood, MI 49938 Telephone: 906-932-1330 x331 FAX: 906-932-0122 Email: ishackleford@fs.fed.us	Name: Cathy Ansami Address: E6248 US 2 City, State, Zip: Ironwood, MI 49938 Telephone: 906-932-1330 x340 FAX: 906-932-0122 Email: cansami@fs.fed.us

- B. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through 1/31/2014 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.
- C. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.

IV. APPROVAL

AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.



 GINA NICHOLAS, Chairperson
 Houghton Keweenaw Conservation District

4-17-2012

 Date



 ANTHONY SCARDINA, Forest Supervisor
 U.S. Forest Service, Ottawa National Forest

4/24/2012

 Date



The authority and format of this agreement have been reviewed and approved for signature.

ANNE M. WORKMAN

U.S. Forest Service Grants & Agreements Specialist

Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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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	\$16,820.00	\$0.00	\$4,806.00	\$21,626.00
Travel	\$0.00	\$1,303.00	\$0.00	\$0.00	\$1,303.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$877.00	\$0.00	\$0.00	\$877.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$0.00	\$19,000.00	\$0.00	\$4,806.00	\$23,806.00
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$0.00				\$0.00
Total	\$0.00	\$19,000.00	\$0.00	\$4,806.00	\$23,806.00
Total Project Value:					\$23,806.00

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 79.81%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 20.19%
Total (f+g) = (h)	(h) 100.00%

