

**NOTE: THIS INTERIM TASK AGREEMENT TEMPLATE SHALL BE USED FOR ALL CESU TASK AGREEMENTS OBLIGATED ON OR AFTER DECEMBER 26, 2014 UNTIL MODIFICATIONS TO THE CESU MASTER COOPERATIVE AGREEMENTS TO ADD THE NEW FA REGULATIONS THAT WENT INTO EFFECT DECEMBER 26, 2014 HAVE BEEN SIGNED AND RELEASED IN PRISM. AFTER THE MODIFICATIONS HAVE BEEN COMPLETED THE STANDARD NPS TA TEMPLATE SHALL BE USED.**

FILL IN PORTIONS AND GUIDANCE ARE HIGHLIGHTED IN YELLOW.  
DELETE BEFORE DISTRIBUTING TO RECIPIENT.

Task Agreement Number (FBMS will assign agreement number)

Under

Cooperative Agreement H1200100001

Between

*The United States Department of the Interior*  
National Park Service

And

**[INSERT THE NAME OF THE RECIPIENT]**

DUNS No: XXXXXXXXXX

Address

City/State/Zip

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CFDA: 15.945

Project Title: **XXXX**

Park Unit:

PI: (include PI's name, email address and phone number)

ATR: (include ATR's name, email address and phone number)

Amount of Federal Funds Obligated: **\$XXX**

Total Amount of Task Agreement Award: (Same amount as above unless Recipient Cost Share is included) **\$XXX**

Funding source: (describe)

Period of Performance: (Tentative start and end date, noting the start date must be within the current FY)

Student Involvement: (Yes/No)

Sensitive Information: (Yes/No if final report etc. may contain sensitive data/information that should not be made publicly available)

## **ARTICLE I – BACKGROUND AND OBJECTIVES**

Cooperative Agreement Number H1200100001 was entered into by and between the Department of the Interior, National Park Service, (NPS), and **Recipient's Name** (hereafter referred to as 'Recipient') for the purpose of providing research, technical assistance,

and/or education, as described below. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement.

For performance under this task agreement, the regulations set forth in 2 CFR, Part 200, supersedes OMB Circulars A-21 (2 CFR 220), A-87 (2 CFR 225), A-110, and A-122 (2 CFR 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up. The recipient shall adhere to 2 CFR, Part 200 in its entirety in addition to any terms and conditions of the master agreement not superseded by 2 CFR 200, as well as the terms and conditions set forth in this agreement. In the event of a conflict between the original terms of the master agreement and 2 CFR, Part 200, relating to this task agreement, 2 CFR, Part 200 shall take precedence.

**Project Title**

**Project Description:** (include an abstract of the project (<500 words) and incorporate a statement of how the project addresses public purpose in accordance with the Justification for Use of FA document.)

**ARTICLE II – LEGAL AUTHORITY**

FA Legal Authority for this TA (Note: Must be included in the Master CA)

**ARTICLE III – STATEMENT OF WORK**

- A. Statement of work: (Detailed description of the project including background, objectives, and methods)
- B. Project schedule and products: (Deadlines/milestones and specific products including specifics such as appropriate formats for reports and data)
- C. Recipient agrees to:  
(List the tasks the Recipient will perform under this Cooperative Agreement)
- D. NPS agrees to:  
(List the tasks the NPS will perform under this Cooperative Agreement. Be sure this list includes how NPS will be substantially involved in accordance with the Justification for Use of FA document.)

**ARTICLE IV – TERM OF AGREEMENT**

This Task Agreement will become effective on the date of final signature and extend through **end date**.

**ARTICLE V – KEY OFFICIALS**

A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

1. **For the NPS:**

Agreement Technical Representative:

Name  
Title  
National Park Service  
Office/Department  
Address  
City, State Zip  
Phone  
Fax  
Email

Technical Expert: (if appropriate)

Name  
Title  
National Park Service  
Office/Department  
Address  
City, State Zip  
Phone  
Fax  
Email

Awarding Officer:

Kelvin A. Delaney  
Financial Assistance Officer  
National Park Service  
Intermountain Region

12795 W. Alameda Parkway  
Lakewood, CO 80228  
Phone: 303-969-2796  
Fax: 303-969-2786  
Email: kelvin\_delaney@nps.gov

CESU Research Coordinator:

Sallie Hejl  
Research Coordinator for DSCESU  
National Park Service  
School of Natural Resources and the Environment  
1311 East 4<sup>th</sup> Street  
University of Arizona  
Tucson, AZ 85721  
520-621-7998  
FAX 520-621-8801  
[sallie\\_hejl@nps.gov](mailto:sallie_hejl@nps.gov)

(Can list other personnel for other key roles, but at a minimum include ATR and Awarding Officer)

2. **For Recipient:**

Principal Investigator:

Name  
Title  
Recipient  
Office/Department  
Address  
City, State Zip  
Phone  
Fax  
Email

Administrative Contact:

Name  
Title  
Recipient  
Office/Department  
Address

City, State Zip  
Phone  
Fax  
Email

(Can list other personnel for other key roles, but at a minimum include signatory for the Recipient)

- B. **Communications** - Recipient will address any communication regarding this Agreement to the Awarding Officer with a copy also sent to the ATR. Communications that relate solely to routine operational matters described in the current work plan may be sent only to the ATR
- C. **Changes in Key Officials** - Neither the NPS nor Recipient may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

## **ARTICLE VI – AWARD AND PAYMENT**

- A. **Financial Assistance:** NPS will provide funding to Recipient in an amount not to exceed \$XXX.XX for the work described in Article III and in accordance with the approved budget (Attachment A). Any award beyond the current fiscal year is subject to availability of funds.
- B. Recipient shall request payment in accordance with the following:
1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's ASAP system.
  2. **Requesting Advances.** Requests for advances must be submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA Recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.

3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
4. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA Recipient.
6. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA Recipient is determined to be “high risk” or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA Recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the Recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA Recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

## ARTICLE VII – REPORTS AND/OR DELIVERABLES

- A. Specific projects or activities within this agreement will be tracked and reported by quarterly submission of a SF-425 Federal Financial Report (FFR) and quarterly submission of a Performance Report. A final SF-425 and Performance Report shall be submitted at the completion of the Agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, 12/31. For final the SF-425 and Performance Report, the reporting period end date shall be the end date of the agreement. Interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual and final reports shall be submitted no later than 90 days after the end period date. All reports shall be submitted via email to the NPS Awarding Officer with a copy to the NPS

Agreements Technical Representative via email. NOTE: Financial reports & Performance reports can be quarterly, semi-annually or annually (Awarding Officer discretion – adjust accordingly); however, quarterly is the recommended default due to the transition to ASAP for payments and the increased focus on monitoring.

- B. An electronic version of the final report and separate abstract suitable for public distribution will be submitted by the Recipient to the ATR. The ATR will send the final report electronically to NPS's Technical Information Center and carbon-copy the CESU Research Coordinator. Please send Catherine Kisluk at Technical Information Center (TIC) one hard copy and one digital copy of the final report and abstract. Mail the hard copy to: NPS Technical Information Center (TIC) 12795 West Alameda Parkway, Lakewood, Colorado 80228  
Attn: Catherine Kisluk and email the digital version to [catherine\\_kisluk@nps.gov](mailto:catherine_kisluk@nps.gov) and cc the CESU Research Coordinator.

If the report does not contain sensitive material, the Research Coordinator will send it to the host university for posting on the CESU website. If it does contain sensitive material, then a brief abstract must be supplied that will be posted on the CESU website.

- C. Detail other reports/items as described in the statement of work. Please note: FA is effort based not deliverable based and payment should not be contingent on the receipt of items other than OMB FA regulation/guidance required reports.

## ARTICLE VIII – MODIFICATION AND TERMINATION

This Task Agreement may be modified at any time, prior to the expiration date, by the mutual concurrence of the Recipient and the NPS. Modifications will be in writing, approved and signed by the NPS Awarding Officer and the Recipient's signatory official.

## ARTICLE IX – GENERAL PROVISIONS

1. **OMB Circulars and Other Regulations.** The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>):

- a) **Administrative Requirements:**

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*

b) **Determination of Allowable Costs:**

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E;*

and

c) **Audit Requirements:**

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*

**ARTICLE IX – ATTACHMENTS**

The following documents are attached and made a part of this Task Agreement:

- A. Detailed Budget (can be pasted below or provided in separate document but must include an itemized budget including the CESU 17.5% indirect cost rate; it is strongly recommended that the final budget figures are rounded to the nearest whole dollar)
- B. SF-424s
- C. Other Attachments

**ARTICLE X - SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto have executed this Task Agreement on the date(s) set forth below.

**FOR RECIPIENT**

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date

**FOR THE NATIONAL PARK SERVICE**

\_\_\_\_\_  
**Name**  
Awarding Officer

\_\_\_\_\_  
Date