FILL IN PORTIONS ARE HIGHLIGHTED IN YELLOW. Guidance is in blue text. Delete/Complete, as appropriate, before distributing to recipient.

This template should be used for all modifications adding funding to CESU Task Agreements. If you have any questions, contact Contracting.

**PACIFIC NORTHWEST COOPERATIVE ECOSYSTEMS STUDIES UNIT**

**TASK AGREEMENT PXXXXXXXXXX**

**COOPERATIVE AGREEMENT H8W07110001**

**MODIFICATION XX**

**BETWEEN THE**

**UNITED STATES DEPARTMENT OF THE INTERIOR**

**NATIONAL PARK SERVICE**

**AND**

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

**DUNS NO.: XXXXXXXXX**

**ADDRESS**

**CITY/STATE/ZIP**

**CFDA:** 15.945, Cooperative Research and Training Programs – Resources of the National Park System (CESU)

**PROJECT TITLE:** XXX

**PREVIOUS FEDERAL FUNDING:** $XXX (*Initial award, plus any previous modifications)*

**FEDERAL FUNDS OBLIGATED BY THIS ACTION:** $XXX *(amount provided in this action)*

**TOTAL AMOUNTS FEDERAL FUNDS OBLIGATED:** $XXX (*Federal funds obligated to date (initial award + mods)*

**TOTAL AMOUNT OF AWARD:** $XXX (*Above total, plus recipient cost share, if applicable)*

**PERIOD OF PERFORMANCE:** MM/DD/YYYY – MM/DD/YYYY *[Must be consistent with the article describing the term of agreement (typically Article III or IV)]*

**GENERAL: *BRIEFLY*** *summarize the purpose of the modification and why the changes are being made. Each modification made below should have a brief mention of what is being done and why.* (Example: To obligate additional funds, update the project schedule, and extend the term of agreement for more Phase 2 work).

*[Note: Do not remove UNLESS initial award was made after 12/26/2014 or a previous modification incorporated the following]*

This modification additionally incorporates 2 CFR 200, the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” in its entirety, effective December 26, 2014. Any funding increments obligated on, or after, December 26, 2014 shall be governed by 2 CFR 200, the terms and conditions of the initial award, and the supplemental terms and conditions set forth in this modification. The regulations set forth in 2 CFR 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(43 CFR 12, Subpart C), and A–133; and the guidance in Circular A–50 on Single Audit Act follow-up. Existing funding increments, provided prior to December 26, 2014, shall remain governed by the existing guidance, OMB Circulars, and terms and conditions in place at the time of award.

**MODIFICATION:**

*Note:*

* *Put revisions here, numbered sequentially (using Word’s auto number feature).*
* *Refer to Article #s and letters in the original TA (or an earlier mod, if that’s what needs to be changed) and state that it either “is modified to read as” or “is modified to add at the end the following.” Do not use numbering or lettering from this example, as it may differ from your TA.*
* ***Examples follow – not all of these may be applicable to your modification****. Check your original TA and any previous mods to verify Article and item #s you refer to here.*
* *If you are making detailed changes or many changes to a section (e.g. project products or schedule sections), it’s often better to replace the entire section rather than make point-by-point changes. This makes for easier tracking later on.*

1. **ARTICLE III – TERM OF AGREEMENT**, is modified to read as:

This Task Agreement is effective on September 15, 2011 and will continue through October 31, 2015.

1. **ARTICLE V.A. – AWARD AND PAYMENT**,is modified to read as:
2. NPS will provide financial assistance to the (acronym of recipient) in the amount of $XX,XXX. The chargeable appropriations and funding sources for this Task Agreement are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Fiscal Year:** | **Cost Structure:** | **Fund Source:** | **Amount:** |
| 2012 | XXXXX | (e.g., ONPS) | $ 30,000 |
| 2013 | XXXXX | (e.g., ONPS) | $ 15,000 |
| 2015 (new) | XXXXX | (e.g., ONPS) | $ 35,438 |

*Note***:**

* *The amount in the sentence above is the total project funding to date, including funds from this mod.*

1. **ARTICLE V.C. – AWARD AND PAYMENT**, is modified to read as: *[Note: Do not remove UNLESS initial award was made after 12/26/2014 or a previous modification incorporated the following]*
2. Financial Reports: The (acronym of recipient) shall submit Standard Form (SF) 425, “Federal Financial Report” (FFR), on a quarterly basis.
3. The financial reports may be submitted using one of the following methods:
   1. One original mailed to: Contracting Division, National Park Service, Pacific West Regional Office, 333 Bush Street, Suite 500, San Francisco, CA 94104
   2. One scanned copy, emailed to: PWR\_Agreements@nps.gov
   3. Electronic submission through FedConnect
4. The recipient will report program outlays and program income on a cash or accrual basis.
5. Reports are due 30 calendar days after the end of each federal fiscal quarter which ends on December 31, March 31, June 30, and September 30.
6. In addition, a final FFRwill be submitted 90 calendar days after the end of the term of agreement, or upon termination. Transactions which occurred after the award expired will also be included in the final reports. These expenses shall include wrap-up activities incurred during the project period and where the transaction occurred after the award expired. Transactions for the entire award period will be included in this final report and will reflect the transactions for the entire award amount.
7. All financial and programmatic records submitted by recipients, supporting documents, statistical records, and other grants-related records shall be maintained in accordance with 2 CFR § 200.333.
8. **ARTICLE VI.A. – PROJECT PRODUCTS**, is modified to add at the end the following:
9. Phase 2: Analysis and Writing
10. August 31, 2014 – Submit complete listing of samples collected in Phase I to ATR, identifying those to be submitted for dating.
11. By September 15, 2014 – PI submits samples to dating lab. Estimated turn-around time is 2 months.
12. December 1, 2014 – PI circulates lab results to ATR.
13. January 15, 2015 – PI submits outline of proposed joint project publication, and PI and ATR discuss within 2 weeks.
14. May 30, 2015 – PI submits draft publication to ATR for review.
15. July 15, 2015 – ATR returns edited draft to PI.
16. August 31, 2015 – PI provides ATR with final publication draft. Completion of publication (journal submission, responses to editors and peer reviewers, etc.) will occur after the end of this task agreement.
17. By October 31, 2015 – final project close-out meeting between PI and ATR.

* *Be sure to use auto-numbering and lettering here to prevent errors and allow for much easier insertion/deletion.*

1. **ARTICLE VII – PRIOR APPROVAL**, is modified to read as: *[Note: Do not remove UNLESS initial award was made after 12/26/2014 or a previous modification incorporated the following]*

The (acronym of recipient) shall obtain prior approval for budget and program revisions, in accordance with 2 CFR § 200.308.

1. **ARTICLE VIII – CLOSEOUT PROCEDURES**, is modified to read as: *[Note: Do not remove UNLESS initial award was made after 12/26/2014 or a previous modification incorporated the following]*
2. This Task Agreement shall be closed out in accordance with the procedures stated in 2 CFR §§ 200.343-345.
3. The (acronym of recipient) shall submit, within 90 calendar days after the end date of the award, all financial, performance, property, and other reports as required by the terms and conditions of the award. NPS may approve extensions when requested by the recipient.
4. Unless NPS authorizes an extension, the (acronym of recipient) shall liquidate all obligations incurred under the award not later than 90 calendar days after the end date of the agreement.
5. The (acronym of recipient) shall promptly refund any balances of unobligated cash that NPS has advanced or paid and that are not authorized to be retained by the recipient for use in other projects.
6. The (acronym of recipient) shall account for any real and personal property acquired with Federal funds or received from NPS in accordance with 2 CFR §§ 200.310-316.
7. **ARTICLE IX – SPECIAL PROVISIONS**, is modified to add at the end the following: *[Note: Do not remove UNLESS initial award was made after 12/26/2014 or a previous modification incorporated the following]*
8. Governing Regulations: The following Federal regulations are incorporated by reference into this Agreement.
   * + 1. Administrative Requirements:

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

* + - 1. Determination of Allowable Costs:

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

* + - 1. Audit Requirements:

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

1. **ARTICLE X – ATTACHMENTS**, is modified to add at the end the following:

IV. Modification 0X Budget

1. **All other terms and conditions remain unchanged.**

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

**XXXXX NATIONAL PARK SERVICE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Name

Title Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**IV. Modification 0X Budget**

*Note:*

* ***If you are obligating additional funds, attach a budget for the additional funds here.***
* *Salaries should be separated from employee benefits. Make sure benefits are calculated accurately (these change constantly). In addition, separate types of employees (e.g., hourly, faculty, professional staff, classified staff). Please list the employee by name (if known) to facilitate checking the exclusion list in the System for Award Management (SAM) prior to award. For common surnames (e.g. Smith) please include a middle initial.*
* *If the project is paying graduate student tuition, the amount must be broken out and labeled “tuition”. Make sure the amount is correct.*
* *Travel costs must be presented in detail, showing unit costs times # of units (e.g. $XX per diem/day x X days).*
* *Do not fund a project so cheaply so that if employee benefit rates change, or inflation adjustments are made to salaries, the budget goes into the red. If a multi-year project is being funded, allow for inflation on all expenditures.*
* *The maximum indirect cost allowed by the CESU agreement is 17.5% of direct costs. For example, a lower rate can be negotiated, but University partners cannot charge more. Your budget should provide a subtotal of direct costs and indicate indirect costs accordingly. Some university partners may not charge indirect costs on all direct costs—which is allowed by the regulations. Make sure that this exemption is noted in the budget so that it does not appear to be an error (an example might be exempting tuition from indirect costs).*
* *Equipment must be labeled separately in the budget. (from a federal perspective “equipment” usually refers to capital items that cost more than $5000).*
* *A "Budget Narrative" may be used to provide additional detail and documentation, if necessary. Since the CO processing the modification will analyze the budget in terms of its reasonableness, allowability, and allocability, use the budget narrative to explain any items in the budget that would, in the absence of supporting information, be questionable. Anticipate items on the budget that may prompt additional questions or for which the CO would require additional clarification (e.g., seemingly excessive salary or benefit rates, excessive travel, etc.). Providing context is key; if it is not otherwise made clear in the body of the Task Agreement or modification, the CO will need to ask follow-up questions which can delay the processing of the modification. When writing your budget, consider the CO's fiduciary duty to the government, and proceed accordingly. The CO cannot assume that everything on the budget is reasonable, allowable, or allocable just because it has reached his/her desk.*

Example budget for CESU TA or cost mod. Delete budget categories that are not applicable. **HPI users: Instead of table below, please use Excel file whenever possible: BUDGET template HPI FY15.xlsx**

Budget for Modification 0X

“Project Title”

Principal Investigator: Dr. (name)

Dates

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Description | Rate | Units | Amount | Total |
| SALARIES |  |  |  |  |  |
|  | Principal Investigator – NAME | $5,000/month | 1 mo | 5,000 |  |
|  | Graduate Student Assistant – FIRSTNAME SURNAME | $30/hour | 50 hours | 1,500 |  |
|  |  |  |  | Subtotal | 6,500 |
|  |  |  |  |  |  |
| BENEFITS |  |  |  |  |  |
|  | PI | 35% |  | 1,750 |  |
|  | Graduate Student Assistant | 30% |  | 450 |  |
|  |  |  |  | Subtotal | 2,200 |
|  |  |  |  |  |  |
| TRAVEL |  |  |  |  |  |
|  | 2 RT by car | $0.50/mile | 200 miles each RT | 200 |  |
|  | Lodging | $80/night | 2 nights | 160 |  |
|  | Per diem | $40/day | 4 days | 160 |  |
|  | RT airfare for conference (SFO-IAD) |  | 1 ticket | 500 |  |
|  | Car rental | $20/day | 10 days | 200 |  |
|  |  |  |  | Subtotal | 1,220 |
|  |  |  |  |  |  |
| SUPPLIES |  |  |  |  |  |
|  | Field supplies |  | notebooks, measuring tapes | 200 |  |
|  | Office supplies |  | Computer disks | 40 |  |
|  |  |  |  | Subtotal | 240 |
|  |  |  |  |  |  |
| EQUIPMENT |  |  |  |  |  |
|  | Field equipment |  | Sampler (be specific) | 5,000 |  |
|  |  |  |  | Subtotal | 5,000 |
|  |  |  |  |  |  |
| SUBCONTRACT |  |  |  |  |  |
|  | Subcontract with XX university or person (need actual name) |  | lab analysis |  | 15,000 |
|  | |  |  |  |  |
| DIRECT COSTS | |  |  |  | 30,160 |
| INDIRECT COSTS (XXXX%) | |  |  |  | 5,278 |
| TOTAL PROJECT COSTS | |  |  |  | 35,438 |