

WESTERN REGION

TRANSMITTAL – COOPERATIVE AGREEMENT DOCUMENT

Attached documents are related to the following:

Agreement NO. 10-9730-0124-CA [cont]

Date of Award: 1/1/2010

FY: 2010

Cooperator: Montana Department of Livestock

- Notice of Cooperative Agreement
  - Standard Form 424 (Application for Assistance)
  - Standard Form 424a (Budget Information)
  - Standard Form 424b (Assurances)
  - Program Narrative/Work Plan/Financial Plan
  - Pre-Award Cost Approval Letter
  - Approved Decision Letter
  - Indirect Cost Agreement
  - Revision
- APIIS Form 63 (New Agreements)
  - Lobbying Certification
  - SF-LLL Disclosure of Lobbying Activities
  - ADODR Letter
  - Cooperator Letter
  - SPOC Letter (if required by State)
  - FFATA –Suppl. Cooperator Info Sheet

Start Date: January 1, 2010

End Date: December 31, 2010

Accounting Code: 052 9730 335

Amount: \$525,000

Program: Brucellosis

Accounting Code: \_\_\_\_\_

Amount: \_\_\_\_\_

Program: \_\_\_\_\_

Accounting Code: \_\_\_\_\_

Amount: \_\_\_\_\_

Program: \_\_\_\_\_

Agreement Specialists

- Dave Bartling 970-494-7352
- Iania Hepburn 970-494-7356
- Lourdes Kramer 970-494-7362





April 13, 2010

United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

Veterinary Services

Western Region  
2150 Centre Avenue  
Building B, MS-3E13  
Fort Collins, CO  
80526-8117

Phone: 970-494-7400  
Fax: 970-494-7404

Mr. George H. Harris  
Montana Department of Livestock  
P.O. Box 202001  
Helena, MT 59620

Dear Mr. Harris:

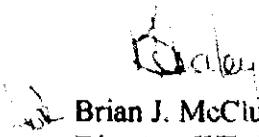
Enclosed for your records is the completed, executed document for the Notice of Cooperative Agreement Award #10-9730-0124-CA. This Agreement is for activities relating to conducting the Brucellosis Bison Operation Management program.

This Notice of Cooperative Agreement Award is for Federal Fiscal Year 2010 and is effective January 1, 2010, through December 31, 2010, in the amount of \$525,000.

We have appointed Dr. Thomas F. Linfield, Area Veterinarian in Charge, as the Authorized Departmental Officer's Designated Representative (ADODR) for this Cooperative Agreement. Dr. Linfield can be reached at USDA, APHIS, Veterinary Services: 208 N. Montana Avenue #101, Helena, MT 59601 or at (406) 449-2220.

If you have any questions or concerns regarding this Agreement, please refer them to Dr. Linfield.

Sincerely,

  
Brian J. McCluskey  
Director, WR, VS

Enclosure

cc:  
ABS, Minneapolis, MN  
Dr. Thomas F. Linfield, ADODR, Helena, MT  
ITD



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1-800-877-8339





April 13, 2010

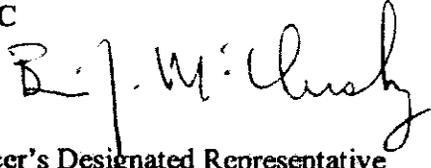
United States  
Department of  
Agriculture

**MEMORANDUM**

Animal and Plant  
Health Inspection  
Service

**TO:** Dr. Thomas F. Linfield, AVIC

Veterinary Services

**FROM:** Brian J. McCluskey, Director 

Western Region

**SUBJECT:** Authorized Departmental Officer's Designated Representative

2150 Centre Avenue  
Building B, MS-3E13  
Fort Collins, CO  
80526-8117

**Continuation of Notice of Award**

Grant No.: 10-9730-0124-CA

Program: **Brucellosis**

Cooperator: **Montana Department of Livestock**

Federal Award Amount: **\$525,000** Cooperator share: **\$0.00**

Period of Performance: **01/01/10 – 12/31/10**

Accomplishment Reports Due: **Quarterly**

Phone: 970-494-7400  
Fax: 970-494-7404

You are hereby designated as Authorized Departmental Officer's Designated Representative (ADODR) for Agreement No. 10-9730-0124-CA in effect between the **Montana Department of Livestock** and the United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS).

This designation is an APHIS requirement in accordance with the APHIS Agreements Management Manual. You are responsible for the following:

**Planning**

1. Ensures statutory authority for programs prior to announcing opportunity or contacting intended recipient.
2. Ensures that appropriated funding is available and is used for the intended purpose.
3. Ensures that competition is considered when appropriate.
  - a. Shall prepare funding opportunity announcement, as applicable. When required, collaborate with an Agreements Specialist to complete the necessary documents prior to posting the competitive announcement on Grants.gov.
  - b. Shall prepare a Justification of Non-Competition (APHIS-63) when agreements are not competitive.
4. Ensures compliance with applicable mission related and grants management Federal laws, rules, regulations, policies and procedures in all phases of the process.

**Preaward**

1. Ensures applicant does not start work before the execution of the award by all parties, unless pre-award activities have been justified and approved by the Authorized Departmental Officer (ADO) in writing.
2. For competitive awards, develops evaluation criteria for conducting a fair and equitable evaluation. Once applications are received, coordinates evaluation of applications.
3. For cooperative agreements, works collaboratively with the applicant to document the negotiated terms and conditions, including each party's roles and responsibilities, in the



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work plan(s) and financial plan(s).

4. Approves work plan(s) and financial plan(s). When indirect costs are included in the financial plan, ensures that a current, signed indirect cost rate agreement is received.
5. When applicable, ensures compliance with Executive Order 12372, Intergovernmental Review of Federal Programs, as coordinated by the Single Point of Contact within the State.

**Award**

1. Reviews and provides assurance to the ADO that the terms and conditions of the Notice of Award (NOA) reflect the circumstances as presented in the work plan(s) and financial plan(s), including but not limited to:
  - a. The summary of the project reflected in Article 1, Purpose, is appropriate and comprehensive. When awarding multiple projects under umbrella-type agreements, the summary should be comprehensive to all projects conducted under the award.
  - b. Proper application of program income,
  - c. loaned federal equipment,
  - d. geospatial information systems,
  - e. information technology (Radios, GPS, computers, software sharing, etc.)
  - f. cost sharing
2. Ensures that, when using umbrella-type agreements, all terms and conditions of the Notice of Award are applicable to all work plans and financial plans, e.g., if including the additive method of applying program income, that clause would pertain to all program income for any of the projects covered by separate work plans.

**Post Award:**

*All post award activities are ongoing and can happen simultaneously.*

1. Monitors and evaluates the recipient's performance through the timely submission of accomplishment reports. Resolves any discrepancies or deficiencies in program performance.
2. Documents and notifies the ADO of all performance issues/deficiencies and efforts made to correct them.
3. Ensures that the terms of the agreement remain current through monitoring the recipient's performance.
4. **Provides technical assistance to the recipient regarding program activities conducted within the scope and terms of the agreement.**
5. Reviews and accepts, if consistent with anticipated program expenditures and program accomplishments, all Financial Status Reports, SF-269, received from the recipient. Resolves discrepancies and notifies ADO of unresolved issues.
6. Reviews and certifies payment requests (SF-270) as correct and appropriate in accordance with program accomplishments and planned activities. Withholds certification of payment, as appropriate, in accordance with regulations and terms of the NOA.

**Closeout**

1. Ensures that physical inventories are conducted and reconciled as required under the regulations applicable to:
  - a. recipient purchased equipment, and
  - b. Federally-loaned equipment.



2. Determines when APHIS should take action to transfer title of federally funded property. Notifies ADO of need for transfer of equipment so that timely written notification by ADO can occur.
3. Ensures funds and a mechanism for payment are available to reimburse the grantee for their pro-rata share (as determined by the cost share during the year of purchase) of the fair market value of the equipment at the time of transfer of title to the Federal Government.
4. Initiates, completes, and distributes closeout report (see the AAMM, Exhibit S-7) and ensures all actions addressed therein are completed.
  - i. Ensures discrepancies are corrected.
  - ii. Notifies the ADO of any financial collection required. (including interest due, improper advances, overpayment, and/or reimbursement for lost destroyed, or damaged federal property).
  - iii. Obtains all final reports related to performance, finance and any payment requests from the recipient.
  - iv. Ensures that remaining available balances are deobligated.
5. Ensures the return of any federally-owned property that has been loaned to the grantee and documents the condition of the property upon return to APHIS.
6. When necessary, takes action to resolve issues regarding lost, stolen, or damaged Federal property in accordance with Federal property management regulations.

Grantee's must obtain, through the ADODR's, written approval of the ADO by amendment to the agreement, as appropriate, to change any of the terms and conditions of the Notice of Award, Work Plan, or Financial Plan.

If you have any questions regarding these responsibilities, your contact is Dave Bartling (970)-494-7352, Tania Hepburn (970)-494-7356, or Lourdes Kramer (970)-494-7362.

