



**CHALLENGE COST SHARE SUPPLEMENTAL PROJECT AGREEMENT**  
To  
**MASTER CHALLENGE COST SHARE AGREEMENT**  
Between  
  
And The  
**USDA, FOREST SERVICE**

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between the \_\_\_\_\_, hereinafter referred to as “\_\_\_\_\_,” and the USDA, Forest Service, \_\_\_\_\_ hereinafter referred to as the “U.S. Forest Service,” as specified under the provisions of Master Agreement \_\_\_\_\_.

**I. GENERAL PROJECT DESCRIPTION:**

**II. RESPONSIBILITIES:**

A. The \_\_\_\_\_ shall:

1.

B. The U.S. Forest Service shall:

1. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the \_\_\_\_\_ for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$ \_\_\_\_\_, as shown in the Financial Plan. The U.S. Forest Service shall make payment upon receipt of the \_\_\_\_\_'s \_\_\_\_\_ invoice. Each invoice from the \_\_\_\_\_ must display the total project costs for the billing period, separated by U.S. Forest Service and the \_\_\_\_\_'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 \_\_\_\_\_'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 \_\_\_\_\_'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 forwarded to:

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

FAX: 877-687-4894

A copy must be sent to:

- 2. AVAILABILITY OF FUNDS. U.S. Forest Service funds in the amount of \$ \_\_\_\_\_ are currently available for performance of this instrument through \_\_\_\_\_. The U.S. Forest Service's obligation for performance of this instrument 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 instrument beyond \_\_\_\_\_ until funds are made available to the U.S. Forest Service for performance and until the \_\_\_\_\_ receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.
- 3. PURCHASE OF EQUIPMENT. U.S. Forest Service funds may be used by the to purchase equipment necessary to accomplish activities described in this Supplemental Project Agreement. The available funding is displayed in the financial plan. Title to the equipment rests with the U.S. Forest Service, but may be transferred to the \_\_\_\_\_ on completion of the project, if appropriate.
- 4.

**III. CONTACTS & TIME LIMITS:**

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

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
FAX:	FAX:
Email:	Email:



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:

- B. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of the last signature and is effective through \_\_\_\_\_, 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.
- D.

**IV. APPROVAL**

- A. 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 instrument. In witness whereof, the parties hereto have executed this instrument as of the last date written below.

\_\_\_\_\_, \_\_\_\_\_ Date

\_\_\_\_\_, \_\_\_\_\_ Date  
U.S. Forest Service,



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

Date

U.S. Forest Service Grants & Agreements Specialist

Burden Statement

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