



FS Agreement No. \_\_\_\_\_

Cooperator Agreement No. \_\_\_\_\_

**PARTICIPATING AGREEMENT SUPPLEMENTAL PROJECT AGREEMENT**  
To  
MASTER PARTICIPATING 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 Participating Agreement # \_\_\_\_\_.

**I. GENERAL PROJECT DESCRIPTION**

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

**II. RESPONSIBILITIES:**

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

**1.**

**B.** The U.S. Forest Service shall:

- 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 \_\_\_\_\_. Each invoice from the \_\_\_\_\_ shall 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 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:

2. ADVANCE PAYMENT. The U.S. Forest Service shall make advance payment upon receipt of an invoice from the \_\_\_\_\_. The invoice must be submitted no more than monthly and the total must not exceed the U.S. Forest Service's share of anticipated expenses as identified on the financial plan. The first invoice may request an advance based on an estimated cost not to exceed 30 days expenditures. Each subsequent invoice must display any additional advance funding for a 30 day period, if needed, as well as the total project costs to date of the invoice, 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. If the \_\_\_\_\_ receive(s) an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the U.S. Forest Service can approve the request for payment. Any funds advanced, but not spent, must be returned to the U.S. Forest Service upon expiration of this agreement. The final invoice from the \_\_\_\_\_ must 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 ‘advance’
- 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:

- 3. 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.
- 4. 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.
- 5.

**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>
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Name: Address: City, State, Zip: Telephone: FAX: Email:	Name: Address: City, State, Zip: Telephone: FAX: Email:
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**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**

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



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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
U.S. Forest Service Grants & Agreements Specialist

\_\_\_\_\_  
Date

Burden Statement

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## **FINANCIAL PLAN**