

## INSTRUCTIONS FOR DEVELOPING CONTRIBUTION AND COOPERATIVE AGREEMENTS

1. The State Conservationist (STC) requests for a Contribution or a Cooperative Agreement with an entity to Assistant State Conservationist – Special Projects (ASTC-SP), Responsible Official (RO) and Contracting Officer (CO). The STC will determine the funding level of the agreement and if it will be funded greater than 50% of the NRCS shared maximum amount. The STC decides general funds availability or estimate amounts of NRCS program funds for the agreement. The agreement may be in response to an announcement or request. (Example – *Emergency Watershed Program (EWP) sponsor formally requests EWP assistance. The STC would respond to sponsor that the request is eligible for EWP assistance. NRCS requests funding from National Headquarters (NHQ) approximately 75% of the estimated cost for restoration work.*)
2. The RO communicates to the entity the following documents are required but not limited to for the possible agreements:

SF-424; SF-424A; SF-424B; Plan of Work; Detailed Budget; Indirect Cost Calculation Justification (*if needed*); SF-3881 (*document of Signing Authority*); and proof of current Central Contractor Registration (CCR). If the entity is requesting an increase from 50% NRCS share to 75%, the entity must submit a letter to the STC including required justification. The RO communicates to the entity the specific date the required documents (completed and properly filled out) are due to NRCS. The RO communicates to the entity that NRCS will take **no action** on this request until **ALL** required documents are received. (Example - *for EWP, this step is initiated once funding is made available through NHQ.*)
3. After all required documents are received by RO, they are submitted to ASTC-SP. If needed, the ASTC-SP drafts a “Waiver of Acceptance/Non-Acceptance letter” for STC’s signature.
4. The ASTC-SP requests the “Agreement Number” from CO. The ASTC-SP inputs this number on both draft copies of the agreement.
5. The ASTC-SP provides a copy of SF-3881 to Financial Officer (FO) who determines if entity has a “Vendor Record”. Once entity receives the record, the FO informs the ASTC-SP.
6. The ASTC-SP drafts agreement and provides it to the entity, RO and CO for their review and comment. The entity, RO and CO provides feedback to ASTC-SP.
7. ASTC-SP receives comments and feedback from the entity, RO and CO. The ASTC-SP fills out “Agreements Checklist” and submits documents to the RO and CO to review, sign and date. Once the checklist and draft agreement is completed by the RO and CO, they forward the completed agreement to the ASTC-SP.

8. If NHQ requests to approve the agreement, the CO will provide them a draft.
9. The ASTC-SP provides **two** copies of the final agreement to the entity. The ASTC-SP reviews each page of the agreement with the entity. The entity initials each page and signs **both** agreement copies. The ASTC-SP collects both initialed/signed copies of the agreement.
10. The ASTC-SP submits agreement to FO for "Fund Availability" determination. The FO certifies "Fund Availability" on both copies of agreement and returns to ASTC-SP.
11. The ASTC-SP obtains signature on "Conflict of Interests and Confidentiality Statement" from RO for agreement.
12. The ASTC-SP provides both copies of agreement to STC for approval and signature.
13. The ASTC-SP provides of the signed (originals) agreement to entity via letter and offers to meet and review agreement.
14. The ASTC-SP provides a scanned copy of signed agreement to RO, CO and FO. The ASTC-SP places original copy of agreement in official files.
15. The ASTC-SP places Final Agreement on "**S**" Drive under "**S – Service Center – NRCS – Agreements – ContributionAgr or CooperativeAgr**".