

# National Heritage Areas Agreements

1/13/2009

## Heritage Area and NPS Roles in the Agreements Process

**Note:** see *National Heritage Areas Agreements Primer* for definitions and more information)

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Step (see <i>Agreements Primer</i> for more info)	NHA staff responsible	Details	NPS staff responsible	Details
<b>I. The Cooperative Agreement (every 5 years)</b>				
<b>1. Determine Legislative Authority</b>	Director, Chair	Discuss the language of NHA enabling legislation with NPS, and understand the roles and responsibilities of entering into an agreement.	Key official Agreements Technical Representative (ATR)	Discuss the language of the NHA's legislation, understand NPS roles and responsibilities, and explain those of the NHA in entering into an agreement.
<b>2. Register Organization and Understand Bank Account Requirements</b>	Staff	Responsible for registering on the CCR website, maintaining DUNS account, and, if bank account generates interest, reporting and returning to the government interest over \$250.		
<b>3. Identify Key Official Determinations and Other Signatories</b>	Director, Chair	Clarify key official determinations with the NPS contact (ATR) who will be on the agreement	ATR Key official	Confirm that NHA key official makes sense. In some cases two key officials are desirable.
<b>4. Discuss Mission and Goals and Develop a Statement of Work</b>	Director	Discuss NHA mission and 5 and 10-year goals of NHA-NPS relationship. Develop statement of work that reflects legislative intent and mutual approach toward achieving management plan goals.	ATR Key official	Discuss NHA mission and 5 and 10-year goals of NHA-NPS relationship. Provide input on NPS role in implementing NHA goals. Approve level of detail, feasibility, and relation of projects to NHA goals in statement of work.
<b>5. Prepare the Cooperative Agreement</b>	Director	Provide additional information to ATR as requested.	ATR Key official	Insert background, authorities, purposes of agreement, and statement of work into template or last agreement. Complete Documentation for the Use of an Agreement.
<b>6. Seek Legal and Contractual Review of the Cooperative Agreement</b>	NHA, Legal counsel	Review document and communicate any changes with ATR.	ATR Solicitor Contracting officer	After NHA review, CO should review, and notify ATR who faxes/ emails to the Solicitor.
<b>7. Prepare the Agreement for Processing</b>		None.	Financial officer Contracting officer Contract specialist	ATR makes any changes and resubmits agreement, Solicitor's approval and justification via IDEAS to NER acquisitions inbox. Contracting officer approves and assigns a specialist.
<b>8. Obtain Signatures and Implement Agreement</b>	Director, chair	Sign and return originals to NPS.	Contract specialist Contracting officer	Send agreement to NHA for review and signature, and processes returned paperwork. Contracting officer obligates funding and specialist sends final agreement with OF-347 to NHA.
<b>II. Task Agreement (every year based on funding)</b>				
<b>1. Develop the Statement of Work for the Appropriation</b>	Director, board	Develop statement of work and detailed budget. The board should approve the scope and budget.		
<b>2. Discuss and Finalize Other Components of the Task Agreement</b>	NHA	Review task agreement, understand terms and amounts and payment and reporting procedures. Provide additional information to ATR as requested.	ATR	Using template or last year's agreement, Insert statement of work, itemized budget detail and funding amount based on funding advice from regional comptroller. Complete Substantial Involvement Documentation.
<b>3. Seek Legal and Contractual Review of the Task Agreement</b>	NHA, Legal counsel	Communicate any final changes with ATR.	Solicitor Contracting officer	After NHA review, CO receives from ATR and provides comments which much be incorporated and sent to Solicitor for approval.
<b>4. Prepare and Submit the Agreement for NPS Processing</b>		None.	Financial officer Contracting officer Contract specialist	ATR incorporates any changes and submits agreement, approval and justification in IDEAS to NER acquisitions inbox. Contracting officer assigns a specialist.

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Step (see <i>Agreements Primer</i> for more info)	NHA staff responsible	Details	NPS staff responsible	Details
<b>5. Collect Signatures, Obligate Funding and Implement Agreement</b>	NHA director, chair	Sign and return originals to NPS.	Contract specialist	Specialist sends agreement to NHA for review and signature, and processes returned documents, and sends original final copy (with a completed OF-347) to the NHA.
<b>III. Modifications to an Agreement</b>				
<b>1. Determine whether a modification to an agreement is required</b>	Director, chair	Discuss justifications for any changes.	ATR	Discuss justifications for any changes.
<b>2. Draft and submit modification</b>	Director, staff	Provide language for any changes initiated by the NHA, and review modification.		Draft modification, address any NHA comments, and submit to financial officer processing the agreement.
<b>3. Process Modification</b>	NHA director, chair	Sign and return originals to NPS.	Financial officer Contracting officer Contract specialist	Create Purchase Request in IDEAS, submit to NER Acquisitions inbox. Contracting office assigns document and contract specialist sends to NHA for signature. Specialist processes paperwork and sends copy to NHA.
<b>IV. Requesting Payment</b>				
<b>1. Understand Award and Payment Terms</b>	Director, staff	Understand advance and reimbursement procedures and regular reporting.	ATR	Ensure that NHA understands payment procedures and requirements.
<b>2. Submit a Request for Advance or Reimbursement</b>	Director, staff	Submit SF-270 and narrative of deliverables to NPS ATR.	ATR	ATR signs approval memo and provides originals with SF-270 to contract specialist for processing.
<b>3. Include Documentation of Your Work with Your Request</b>	Staff	Ensure that SF-270 includes documentation of work completed/ services rendered / deliverables.		
<b>4. Process Request</b>		None.	Contract Specialist	Processes paperwork and sends to AOC for processing.
<b>5. Receive Payment through Electronic Funds Transfer</b>	Staff	If payment is not received within 60 days of submitting request, contact the ATR.	Accounting Operations Center (AOC)	Has 30 days from date of receipt to complete electronic funds transfer.
<b>V. Reporting (Quarterly and Annually)</b>				
<b>1. Submit Required Quarterly Financial Reports</b>	Director, staff	Submit a SF-272 form quarterly to the ATR.	ATR Contract specialist	Review quarterly SF-272 for accuracy and contact NHA with any questions.
<b>2. Prepare and Submit a Final Report</b>	Director, staff	Submit final report on progress, accomplishments and deliverables; match and leverage; and grants given to ATR and Contract Specialist.	ATR Contract specialist	Confirm that report includes required information on progress, accomplishments and deliverables; match and leverage; and grants that the NHA has given.
<b>3. Prepare and Submit a Financial Audit</b>	Director, auditor	Complete an audit and submit to the NPS if over \$500,000 federal funding was received, or if enabling legislation requires one.	ATR Contract specialist	Confirm that audit has been completed if NHA has received more than \$500,000 in federal funding (or if enabling legislation requires one).
<b>4. Retain Documentation for Three Years Following Closing of Agreement</b>	Staff	If the NHA is audited, it is responsible for providing records of how federal money was spent.		