

INDEX

A

- Acquisition
 - definition · 9
 - policy/guidelines · 8
 - Acquisition Procedures · 1, 14
- Acronyms
 - handbook usage · 16
- Administration
 - cooperative agreements · 54
 - interagency acquisition agreements · 163
 - other types of agreements · 192
- Advance Payments
 - cooperative agreements · 52-53
- Agreement
 - definition · 9
 - other types of agreements · 187-229
- Agreement Information Sheet
 - cooperative agreements · 125
 - other types of agreements · 226
- Agreement Procedures
 - selecting type · 1, 17
 - when to use · 1, 30-33
- Alaska National Interest Lands Conservation Act · 5
- Approval Requirements
 - cooperative agreements · 53-54
 - interagency acquisition agreements · 162-163
 - other types of agreements · 191
- Approving Official · 51-52, 169, 245, 247, 252
 - definition · 10
- Assistance
 - definition · 10
 - instrument selection · 17
- Authorities
 - cooperative agreements · 2-5, 36-37
 - interagency acquisition agreements · 6
 - memoranda of agreement · 7
 - memoranda of understanding · 6

C

- Catalog of Federal Domestic Assistance · 18, 55, 121, 246, 296
 - definition · 10
- Challenge Cost-Share Agreement
 - definition · 10
 - sample · 231-241
- Challenge Cost-Share Program
 - definition · 10
 - non-competitive exemption · 47
 - policy/guidelines · 8
- Closeout
 - cooperative agreements · 54
 - interagency acquisition agreements · 163
 - other types of agreements · 192

- Construction
 - definition · 10
 - use in cooperative agreements 39-42
 - davis-bacon applicability · 40-41
- Contract
 - definition · 10
- Contracting Officer
 - responsibilities · 244-246
 - training requirement · 245
- Contracting Officer Warrant Levels
 - definition · 11
- Cooperating Associations · 8
- Cooperative Agreement
 - ach form · 51
 - administration · 54-55
 - advance payment · 51-53
 - advertisement · 48
 - agreement information sheet · 125
 - bill of collection · 53
 - challenge cost share · 58-59
 - closeout · 54
 - competition · 46-47
 - conflict of interest and confidentiality certificate · 115
 - construction · 39-42
 - cooperative ecosystem studies units · 57
 - davis-bacon applicability · 40-41
 - definition · 11
 - documentation for use of · 114
 - essential elements · 48-51
 - general and special provisions · 104-111
 - anti-deficiency act · 106
 - educational institutions · 105
 - minority business enterprise development · 106
 - non-discrimination · 106
 - nonprofit organizations · 104-105
 - liability provisions · 107-109
 - lobbying prohibition · 106
 - special provisions · 110-111
 - state and local governments · 104
 - ideas/pd · 50-52, 253-290
 - instrument selection · 17, 34-35
 - internal checklist · 48, 116-119
 - initiating · 48
 - legal authorities · 2-5, 36-37
 - legal review · 53
 - modifications · 54
 - non-competitive · 47
 - numbering · 48-49
 - obligation requirements · 50
 - payment · 51-53
 - prompt payment act · 53
 - pseudo codes · 18, 126
 - public land corps · 58-59
 - ratification · 53-54
 - receipt of funds · 51
 - receiver · 52
 - reporting requirements
 - federal assistance award date report (DI-1961) · 55
 - NPS acquisition website · 55
 - retention period · 55

INDEX

review and signature requirements · 54
samples
 cesu modification · 103
 cesu task agreement · 98-102
 modification · 97
 national fire plan agreement · 88-96
 nonprofit organization agreement · 71-83
 state and local government agreement · 60-70
 task agreement · 84-87
signature requirements · 54
standard forms · 56, *also see forms*
statement of work · 49
students or interns · 42-46
substantial involvement · 37-38
term · 49
Cooperative Ecosystem Studies Units · 4, 57
 sample modification · 103
 sample task agreement · 98-102
Cooperative Management Agreement · 177-186
Cooperator
 definition · 11
Copywritable Material · 111

D

Davis-Bacon Act · 39-42
Decisions of the Comptroller General
 B-218816 · 25-28
 B-260514 · 29-33
Determination and Findings
 approval requirements · 162
 definition · 11
 sample · 167
Determination and Findings Requirement · 166
Donations and Fundraising · 8, 193-194
 sample agreement · 213-221
Direct Benefit or Use
 definition · 11
Director's Order 20
 handbook organization · 1
 website address · 1
Discretionary and Non-Discretionary Assistance
 definition · 12

E

Economy Act · 6, 158, 165
Expenditure Report
 definition · 12
 requirement for use · 53

F

FedBizOpps · 47-48
 definition · 12

Federal Acquisition Regulation · 1, 158
 determination and finding requirement · 159
 economy act · 158
Federal Assistance Award Data System · 55
Federal Grant and Cooperative Act of 1977 · 9
 the act · 19-24
 decision of the comptroller general · 25-28
Forms
 DI-1961 · 55-56, 120-123, 124, 127-130
 DI-2010 · 56, 111, 124, 128-130
 Standard Form 269, 269A · 131-134
 Standard Form 270 · 135-136
 Standard Form 271 · 137-138
 Standard Form 272, 272A · 139-141
 Standard Form 424, 424A, 424B, 424C, 424D · 18, 40,
 57, 124, 142-153
 Standard Form LLL · 111, 154-157
Financial Assistance Agreements
 definition · 12
Fundraising Agreement
 definition · 12
 sample agreement · 213-221

G

Government-Furnished Property
 definition · 12
Government Printing Regulations · 112-113
Grant
 definition · 12
 grant vs. cooperative agreement · 35
 instrument selection · 17

H

Handbook
 goal · 1
 organization · 1
Historic Property Leasing · 8
Historic Sites Act · 4

I

IDEAS-PD
 numbering system · 253
 obligating in procurement desktop · 254-290
 obligation of funds
 cooperative agreements · 50
 interagency acquisition agreements · 161
 receipt of funds
 cooperative agreements · 51
 interagency acquisition agreements · 161
 other types of agreements · 191
 vendor information in procurement desktop · 292-295
Instrument
 definition · 12
 guide to selecting · 17

INDEX

Instrument Selection Guide · 17
Interagency Acquisition Agreement
 administration · 163-164
 approval requirements · 162
 closeout · 163
 definition · 13
 determination and findings requirements · 159
 economy act · 158, 165
 essential elements · 160-162
 initiating · 159
 instrument selection · 17, 158
 legal authorities · 6, 158
 legal review · 162
 modifications · 163
 modification sample · 174-175
 numbering · 160
 obligation · 161, 164
 payments · 164
 ratification · 162
 receipt of funds · 161, 164
 reporting requirements · 164
 retention period · 164
 sample agreement · 168-173
 sample determination and findings requirement · 166
 sample determination and findings · 167
 sample task agreement · 174-175
 signature requirements · 163
Intergovernmental Cooperation Act · 5
Intragovernmental Payment and Collection System · 16,
164, 169
Interns or Students
 cooperative agreements · 42-46
 supervision of · 43-44

K

Key Officials
 appointment letter · 249-252
 definition · 13
 responsibilities · 246-248
 training requirement · 246

L

Land and Water Conservation Fund · 8
Land Acquisition Policy · 8
Law Enforcement · 8
Liability Provisions
 non-profit, non-governmental · 108-109
 occupying federal government property · 109
 state or local governmental · 107-108
License · 111
Legal Authorities · 2-5
Legal Review
 cooperative agreements · 53
 interagency acquisition agreements · 162
 other types of agreements · 191
 responsibility · 242

Local Government
 definition · 13

M

Memoranda of Agreement
 administration · 192-193
 authority · 7
 definition · 13
 essential elements · 189-191
 instrument selection · 17, 188
 receipt of funds · 191
 reporting requirements · 192
 sample agreement · 206-212
 signature requirements · 192
Memoranda of Understanding
 authority · 6
 definition · 13
 instrument selection · 17, 187
 mutual assistance · 17
 sample agreement · 196-205
 signature requirements · 191-192
Military Departmental Purchase Request (MIPR)
 definition · 13
Modification
 cooperative agreements · 54
 definition · 13
 interagency acquisition agreements · 163
 other types of agreements · 192
 sample cooperative agreement · 97
 sample interagency acquisition agreement · 174-175
Mutual Assistance
 instrument selection · 17
 memoranda of understanding · 191

N

National Fire Plan Cooperative Agreement · 88-96
National Historic Preservation Act · 4
National Trails System Act · 4

O

Obligating Agreements in IDEAS/PD · 50, 161, 254-290
OMB Circulars
 definition · 14
 listing · 295
Other Recipient
 definition · 14

INDEX

P

Personal Services Contract
definition · 14
instrument selection · 17
Procurement Contract
definition · 14
Procurement Desktop
definition · 14
Program Manager
definition · 15
Pseudo Codes · 18, 126
Public Land Corps Program · 8
Public Purpose of Support or Stimulation
definition · 15

R

Ratification
cooperative agreements · 53-54
definition · 15
interagency acquisition agreement · 162
Receipt of Funds · 190-191
cooperative agreements · 51
interagency acquisition agreements · 161, 164
memoranda of agreement · 191
Recipient
definition · 15
Reciprocal Fire Protection Agreements · 6, 7
sample agreement · 206-212
Reimbursable Work Agreement
definition · 15
instrument selection · 17
military departmental purchase request · 13
requirements for use · 158
Requesting Agency
definition · 15
Reporting Requirements
cooperative agreements · 55
interagency acquisition agreements · 164
other types of agreements · 192
Responsibilities · 240-248
Retention Period
cooperative agreements · 55
interagency acquisition agreements · 164
other types of agreements · 193

Rights in Data · 111
Right of Ways and Easements · 8

S

Servicing Agency
definition · 15
Signature Authority
cooperative agreements · 54
interagency acquisition agreements · 163
other types of agreements · 191-192
Special Park Uses · 8
Standard Clauses for Agreements · 222-223
State Government
definition · 15
Substantial Involvement
definition · 15
cooperative agreement · 37-38
Supplemental Agreement · 194
sample agreement · 227-229

T

Task Agreement
definition · 16
samples · 84-87, 98-102

U

Urban Park & Recreation Recovery Program · 8

V

Volunteers-In-Parks · 8

W

Warrant Levels · 11
thresholds · 11
training requirements · 245
Website Addresses · 297
Wild and Scenic Rivers Act · 5

National Park Service
U.S. Department of the Interior



Harpers Ferry Center
PO Box 50
Harpers Ferry, West Virginia 25425