

APPENDIX A

Please read instructions on pages 4 and 5

US ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, DC 20460		1. IAG Identification Number DW21931152-01-0		2. Funding Location by Region I		
INTERAGENCY AGREEMENT/AMENDMENT Part I - GENERAL INFORMATION		3. Type of Action New Agreement		4. Program Abbreviation WMD/01		
5. Name and Address of EPA Organization U. S. Environmental Prot. Agency JFK Federal Bldg. Room 1903 Waste Management Division Boston, MA 02203		6. Name and Address of Other Agency Department of Defense U. S. Army Corps of Engineers (USACE) Engineering Division, Missouri River Omaha, Nebraska 68101-0103				
7. Project Title Technical Assistance Activities - FY1985						
8. EPA Project Officer (Name, Address, Telephone Number) Dennis P. Gagne FTS 223-1949 U. S. EPA Waste Mgmt Div. Superfund Br. Room 1903 JFK Federal Bldg. Boston, MA 02203			9. Other Agency Project Officer (Name, Address, Telephone Number) William Mulligan FTS/864-7227 U. S. Army Corps of Engineers (USACE), Eng. Div., Missouri River P. O. Box 103, Downtown Station Omaha, Nebraska 68101-0103			
10. Project Period 10/01/84 - 09/30/85			11. Budget Period 10/01/84 - 09/30/85			
12. Scope of Work (Attach additional sheets, as needed) <p>This agreement obligates no more than \$50,000.00 and generally no more than \$10,000 per project (except as described under Section 27, Special Conditions) to the USACE for technical assistance to EPA lead phases of remedial response activities. Such activities, consistent with the Memorandum of Understanding between the USACE and the EPA, may include:</p> <ol style="list-style-type: none"> 1. Reviewing work plans developed by the contractor and providing comments and suggestions on the proposed work. 2. Technical review of investigation/feasibility study. 3. Providing comments on all plans and specifications for the cleanup. 4. Attending status briefings. The USACE will participate in site specific status briefings whenever such meetings are deemed necessary by the regional project officer. 5. Reviewing other contractor products. These products may include such things as sampling plans, plans and specifications for drum and bulk waste removal, and draft and final reports on the remedial investigation or the feasibility study. <p>BZ 704</p> <p>CWIS# 1NLZZ CCSC# 921</p>						
13. Statutory Authority for both Transfer of Funds and Project Activities				14. Other Agency Type		
FUNDS		PREVIOUS AMOUNT		AMOUNT THIS ACTION		
15. EPA Amount		0		50,000.00		
16. EPA In-Kind Amount						
17. Other Agency Amount						
18. Other Agency In-Kind Amount						
19. Total Project Cost				50,000.00		
20. Fiscal Information						
Program Element	FY	Appropriation	Doc. Control No.	Account Number	Object Class	Obligation/Deobligation Amt
TFAY9A	85	68/20X8145	N10004	STFA01NLZZ	25.76	\$50,000.00

PART II — APPROVED BUDGET		IAG IDENTIFICATION NO.
21. Budget Categories		Total Itemization of Estimated Cost to Date
(a) Personnel		\$
(b) Fringe Benefits		
(c) Travel		
(d) Equipment		
(e) Supplies		
(f) Procurement/Assistance		
(g) Construction		
(h) Other		
(i) Total Direct Charges		\$Breakdown not available
(j) Indirect Costs: Rate 0000 * Base 0000		will be provided as part
(k) Total (EPA Share %) (Other Agency Share %)		of request for reimbursement \$
22. Is equipment authorized to be furnished by EPA or acquired with EPA funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Identify all equipment costing \$1,000 or more)</i>		
23. Are any of these funds being used on extramural agreements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(See Item 21f)</i>		
<input type="checkbox"/> Grant, <input type="checkbox"/> Cooperative Agreement, or <input type="checkbox"/> Procurement		
Contactor/Recipient Name <i>(if known)</i>	Total Extramural Amount Under This Project	Percent Funded by EPA <i>(if known)</i>

PART III — PAYMENT METHODS AND BILLING INSTRUCTIONS

24. Disbursement Agreement:

Reimbursement Request for reimbursement of actual costs will be itemized on SF 1081 or SF 1080 and submitted to the Financial Management Office, Environmental Protection Agency, 26 West St. Clair, Cincinnati, OH 45268:

Monthly Quarterly Upon Completion of Work

Advance Only available for use by Federal agencies on working capital fund or with appropriate justification of need for this type of payment method. Unexpended funds at completion of work will be returned to EPA. Quarterly cost reports will be forwarded to the Financial Management Office, Environmental Protection Agency, 26 West St. Clair, Cincinnati, OH 45268.

Allocation Transfer Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of the Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Headquarters.

25. Reimbursement Agreement

Other Agency's IAG Identification Number	Billing Instructions and Frequency
Billing Address	

PART IV — ACCEPTANCE CONDITIONS		IAG IDENTIFICATION NO.
26. General Conditions: The other agency covenants and agrees that it will expeditiously initiate and complete the project work for which funds have been awarded under this agreement.		
27. Special Conditions: Work assignments for technical assistance will be initiated via a letter signed by John Hackler or his designee. The letter will identify the particular site, provide the necessary account numbers, and describe any adjustments, including increases in the site dollar ceiling (\$10,000) and/or changes to the scope of work. EPA acting as manager of the Hazardous Substance Response Trust Fund, requires current information on CERCLA response actions and related obligations of CERCLA funds for these actions. In addition, CERCLA authorizes EPA to recover from responsible parties all government costs incurred during a response action. (See Attachemnt A)		
Part V — OFFER AND ACCEPTANCE		
NOTE: 1) For disbursement actions, the agreement/amendment must be signed in duplicate and one original returned to the Grants Administration Division for Headquarters agreements and to the appropriate EPA IAG administration office for Regional agreements within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. The agreement/amendment must be forwarded to the address cited in Item 28 after acceptance signature. Receipt of a written refusal or failure to return the properly executed document within the prescribed time may result in the withdrawal of the offer by the Agency. Any change to the agreement by the other agency subsequent to the document being signed by the EPA Action Official which the Action Official determines to materially alter the agreement/amendment shall void the agreement/amendment. 2) For reimbursement actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IAG administration office for acceptance signature on behalf of the Environmental Protection Agency. One original copy will be returned to the other agency after acceptance.		
EPA IAG Administration Office (for administrative/management assistance)		EPA Program Office (for technical assistance)
28. Organization/Address	29. Organization/Address	
Decision Official on Behalf of the Environmental Protection Agency Program Office		
30. Signature <i>John R. Hoebe</i>	Typed Name and Title <i>Acting for</i> Merrill S. Hohman Director, Waste Mgmt Division	Date <i>12/15/84</i>
Action Official on Behalf of the Environmental Protection Agency		
31. Signature <i>Paul Hough, Acting</i>	Typed Name and Title Michael R. Deland Regional Administrator, EPA Region I	Date <i>12-7-84</i>
Authorizing Official on Behalf of the Other Agency		
32. Signature <i>W.D. Mulligan</i>	Typed Name and Title W. D. MULLIGAN Chief, Budget Branch	Date <i>13 DEC 84</i>

INSTRUCTIONS

This form is to be used for all disbursement interagency agreements. It may be used for reimbursement interagency agreements if the other funding agency agrees to do so. It will not be used for Policy Agreements. However, if the other agency's instrument is used it and any attachments thereto must reflect all the information contained in this form.

This form is to be used in conjunction with the Assistance Administration Manual and any other supplemental information.

1. The original agreement identification number will be assigned by the IAG administration/management office servicing the EPA Program initiating the action. If the original project is amended, cite only the first 10 characters of the original agreement number (e.g., DW84930128). The servicing IAG administration/management office will assign the sequence number and amendment designator (e.g., 01-1).

2. Identify the regional location of the EPA Program disbursing/receiving funds (e.g., projects funded by EPA Headquarters and ORD laboratories will cite Region XI).

3. Identify the purpose of this action using one of the following terms:

- New Agreement
- Increase in Funds
- Decrease in Funds
- Administrative Amendment

Administrative amendment is used to identify project period extensions, project officer changes, special condition changes, rebudgeting of funds, etc.

The terms are listed in order of priority, therefore, should an action involve multiple changes use the first term that appropriately identifies one of the changes.

4. If known, enter the EPA GICS abbreviation for the funding program. This should be at the Office Director or comparable level (e.g., OERR/HQ), except for EPA ORD laboratories (e.g., ERL/DUL).

5. Enter "Environmental Protection Agency" followed by the name and address of the EPA organization responsible for technical management of the project. EPA offices should be identified at the Office Director or comparable level for Headquarters or the appropriate Regional Office.

6. Enter the name and mailing address of the other agency. Identify the Department and the appropriate organizational components within the Department (e.g., DHHS, PHS, Center for Disease Control).

NOTE: Use the appropriate Department of Energy area office for agreements with a National Laboratory.

7. Enter project title. Be concise and use only the space provided.

8. Enter the EPA Project Officer name, EPA address and telephone number.

9. Enter the other agency project officer name, other agency address and telephone number.

10. Enter beginning and ending date of entire period expected to be needed to complete the project. This period of time should not be longer than 3 years. For projects requiring more than 3 years, appropriate justification must be submitted in the decision memorandum.

11. Enter the period of time this transaction will fund project activities. (*Note: budget period cannot exceed the period of appropriation.*)

12. Provide a complete description of the project work to be performed under the agreement. In jointly funded projects, the scope of work should describe specific responsibilities of the participating agencies not just the portion funded by EPA. Additional pages should be attached as necessary.

13. Enter both the appropriate statutory authority that authorizes the interagency agreement mechanism and the appropriate statutory authority that authorizes project activities.

When entering into agreements with Federal agencies, cite (1) Economy Act of 1932, as amended (31 USC 1535) and (2) the statutory authority that identifies the project activities (e.g., Clean Water Act).

When entering into agreements with State and local governments, cite (1) Intergovernmental Cooperation Act of 1968 (31 USC 6501) and (2) the statutory authority that identifies the project activities.

For reimbursement agreements, cite (1) the appropriate statutory authority allowing the transfer of funds and (2) the other agency's statutory authority allowing the project activities.

14. Identify the other agency using one of the following terms:

- Federal
- State (includes District of Columbia, territories and possessions of the U.S.)
- Local (includes general local government, a school district or other special district established under State law)

15. For original agreements enter EPA "amount this action." For amendments, enter the EPA "previous amount," "amount this action" and "amended total."

16. An in-kind amount is anything other than a monetary exchange (i.e., equipment, personnel, etc.). A fair dollar amount should be assigned to the non-monetary exchange and entered in the original agreement. For amendments, enter the EPA "previous amount," "amount this action" and "amended total."

17. Identify the other agency's funds. This should be used when a project is jointly funded or when EPA is being reimbursed. For original agreements, enter other agency

"amount this action." For amendments, enter the other agency's "previous amount," "amount this action" and "amended total."

18. A fair dollar amount should be assigned to the non-monetary exchange and entered in the original agreement. For amendments enter the "previous amount," "amount this action" and "amended total."

19. Enter the total amount for all categories.

20. Enter the appropriate fiscal information identifying the funds being used. In the case of a reimbursable agreement the EPA reimbursable account number will appear under "Account Number."

21 (a-i). For original agreements, enter the total funded project costs according to the categories provided, include the other agency's contribution as well. For amendments increasing funds, add the additional funds by category and enter the revised itemization to date. This will reflect total direct charges.

(j). Identify how indirect charges are computed. Enter a percentage and a base amount or a comparable statement reflecting how costs were computed.

(k). Enter the total amount to date. Indicate EPA share and other agency share by summing total cost to date and dividing into the amount provided by one agency to arrive at that agency's share (e.g., \$60,000 EPA share divided by \$100,000 total project cost to date to arrive at 60% EPA share).

22. The agency funding the acquisition shall be responsible for maintaining an inventory of the property. All nonexpendable equipment (items costing \$1,000 or more) to be furnished or acquired shall be identified and the appropriate property management office consulted.

23. If any of the funds are to be used on extramural agreements, enter identifying information.

24. For disbursement agreements, identify the payment method most suitable for the agreement.

25. For reimbursement agreements, identify all pertinent information needed in order for EPA to properly bill the other agency (e.g., other agency form number, appropriate number of copies, complete billing address, etc.).

26. Self explanatory

27. Enter any special conditions applicable to the technical management of the project (e.g., reports). The servicing IAG administration/management office will provide the appropriate administrative special conditions.

28. Enter the appropriate IAG administration/management office address (Headquarters or Regional) servicing your program. This will be a return address for original signed acceptances of interagency agreements/amendments, therefore, use complete address of your IAG administration/management office.

29. Enter the complete address of the EPA Program office funding the agreement.

30. Enter the name and title of the Decision Official for the EPA program.

31. Enter the name and title of the appropriate IAG administration/management office action official (e.g., Chief, Grants Information and Analysis Branch, Grants Administration Division for Headquarters and Regional Administrator or designee for Regions).

32. Enter the name and title of the other agency's authorizing official.

ATTACHMENT A

27. SPECIAL PROVISIONS (continued)

In order to help assure successful recovery of CERCLA funds, the USACE shall maintain site specific accounts and documentation of the following:

- *Employee hours and salary (timesheets)
- *Employee travel and per diem expenses (travel authorizations, paid vouchers, and treasury schedules)
- *Receipts for materials, equipment, and supplies
- *Any other costs not included in the above categories

In the event of a cost recovery action, within three weeks from the date of a request from EPA or the Department of Justice (DOJ), the USACE will provide to EPA or DOJ site specific costs and copies of the back-up documentation which supports those costs. The USACE will provide EPA with a contact for obtaining such site specific accounting information and documentation. This cost information and documentation must also be available for audit or verification on request of the Inspector General.

Reimbursement is contingent upon receipt and approval by EPA of monthly progress and financial reports by site, containing an accounting of funds and status of activities.

The USACE will provide technical review comments for each site to the Regional Technical Project Officer.