

SPECIAL TERMS AND CONDITIONS

1. **Method of Payment** Payments to Non-Federal Recipients are not automatic, and will be paid upon receipt of a completed SF-270 **Request for Advance or Reimbursement** for each payment period. An original and one copy of this request shall be submitted to the Administrative Contracting Officer (ACO) (See Page 2 of the Cooperative Agreement) at least quarterly but no more frequently than monthly. *Requests for the entire award amount will not be honored.*

Payments shall be made via electronic funds transfer. Recipients shall complete the SF 3881 **Payment Information Form ACH Vendor Payment**.

2. **Principal Investigator** The Principal Investigator is the individual designated by the award recipient and is responsible for the technical direction of the project. The Principal Investigator cannot be changed or become substantially less involved than was indicated in the Recipient's proposal without prior written approval of the Administrative Contracting Officer.

3. **Project Officer** The USGS Project Officer will work with the recipient to ensure that technical requirements, as detailed in the awardee's proposal, are being met. The Project Officer's responsibilities include, but are not limited to, providing technical guidance on the project, resolving Recipient questions about USGS technical standards, and coordinating schedules, deliveries and exchange of materials.

4. **Contracting Officer** Upon award of a cooperative agreement, the U.S. Geological Survey will assign an Administrative Contracting Officer (ACO). The name and telephone number of this individual can be obtained by telephoning (703) 648-7480. The ACO is the sole individual authorized to modify the award document including: terms and conditions, required delivery dates and obligation of funds for the project.

5. **Rights in Technical Data** The U.S. Government may publish, reproduce, and use all data obtained from this Cooperative Agreement project in any manner and for any purpose, without limitation, and may authorize others to do the same.

6. **Public Domain** All data submitted to the U.S. Geological Survey (USGS) under this Cooperative Agreement will become part of the public domain, and will be available in a non-proprietary format, at the cost of reproduction, to any requesting organization or individual.

7. **Adherence to Original Project Objectives and Budget Estimates**

a. Recipients shall not begin performance on the proposed project until receipt of the completed official cooperative agreement document, signed by the Contracting Officer. Expenditures incurred prior to the effective date of an award

cannot be charged against award funds unless specifically authorized by the Contracting Officer and designated as preagreement costs in the cooperative agreement award document. Any commitments or expenditures incurred by the Recipient in excess of the funds provided by an award shall be the responsibility of the Recipient.

b. Any proposed change which requires the written approval of the USGS must be submitted to the ACO 30 days prior to the requested effective date of the proposed change. No change to the award will be approved during the last 30 days of the award period.

c. The following expenditures require advance written approval by the ACO and where applicable, shall require the submission of a revised financial estimate and plan:

(i). Changes in the scope, objective, or key personnel referenced in the Recipient's proposal;

(ii). Transfer of funds between direct costs categories when the cumulative amount of transfers during the project period exceeds ten (10) percent of the total award;

(iii). Acquisition of nonexpendable property having a useful life of more than two years and having an acquisition cost of \$1,000 or more; and,

(iv). Change in the project period. This request shall be received no later than 60 calendar days prior to the end of the project period. The Recipient shall submit a revised budget indicating the planned use of all unexpended funds during the extension period.

d. The ACO will notify the Recipient in writing within 30 calendar days after receipt of the request for revision or adjustment whether the request has been approved.

8. Violation of Award Terms If a recipient has materially failed to comply with the terms of the award, the Administrative Contracting Officer may suspend, terminate, or take other measures as may be legally available and appropriate in the circumstances.

9. Future Cooperative Agreements Future agreements between the USGS and the Recipient depend upon the successful completion of work during the initial period of performance.

--End of Attachment A--