



JUN 10 2004

USDA Forest Service
International Institute of Tropical Forestry
Jardín Botánico Sur
1201 Calle Ceiba
San Juan, PR 00926-1119
Tel: 787 766-5335 Fax: 787 766-6302

To: Javier Almeyda **From:** Janet Rivera
Phone: 787-707-0847 **Pages:** 9
Fax: 787-764-2890 **Date:** 06/10/04
Re: New Grant **CC:**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● Comments:

The enclosed is for your review and approval. Once signed please fax to me at 787-766-6302. I also would appreciate that you send me the fax version you signed via mail so I can have on hand an original signature for file purposes.

If you have any questions, please let me know.



United States
Department of
Agriculture

Forest
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Tropical Forestry

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Jardín Botánico Sur
1201 Calle Ceiba
San Juan PR 00926-1119
Fax: (787) 766-6302

File Code: 1580-2

Date: June 9, 2004

Javier Almeyda, Steering Committee Chairman
Ciudadanos Pro Bosque San Patricio
P.O. Box 10847
San Juan, PR 00922-0847

Dear Mr. Almeyda:

Enclosed is Grant 04-DG-11120107-031 in the amount of \$76,830 for the project "Urban & Community Forestry - Recreational Enhancement Opportunity for Disabled Citizens at San Patricio Urban Forest".

If you are in agreement with the document, please sign and return to us. We will then sign and forward a copy to you.

Should you have any questions, please contact Janet Rivera, Grants & Agreements Specialist at 787-766-5335 ext. 281.

Sincerely,

ARIEL E. LUGO
Director

Enclosure

Cc:

Terry Hueth, Program Manager, USDA-FS IITF, San Juan, PR



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Javier Almeyda, Steering Committee Chairman
Ciudadanos Pro Bosque San Patricio
P.O. Box 10847
San Juan, PR 00922-0847

Dear Mr. Almeyda:

Upon execution of this document, an award **04-DG-11120107-031** to the **Ciudadanos Pro Bosque San Patricio** in the amount of **\$76,830** is made under the terms of the Cooperative Forestry Assistance Act of 1978, as amended by Public Law 95-313, 16 U.S.C. 2101-2114, and accepted for the purpose described in your narrative. Your application for Federal Financial Assistance is incorporated and made a part of the award. The award is subject to the requirements set forth below.

This is an award of federal financial assistance and as such is subject to the Office of Management and Budget (OMB) Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations, and OMB Circular A-122, Cost Principles for Non-Profit Organizations, Federal Code of Federal Regulations 7 CFR 3019, and the OMB Circular A-133, Audits of State, Local Governments and Non-Profit Organizations. The OMB Circulars are available on the internet at www.whitehouse/OMB/grants. Electronic copies of the CFR's can be obtained at the following internet site: www.access.gpo.gov/nara/cfr. If you are unable to retrieve these regulations electronically, please contact Janet Rivera, Grants & Agreements Specialist at 787-766-5335 ext. 281.

1. **COMMENCEMENT/EXPIRATION DATE.** The instrument is executed as of the date of the last signature and is effective through **June 30, 2005** at which time it will expire unless extended.
2. **EXTENSION OF PERFORMANCE PERIOD.** The Forest Service, by written modification may extend the performance period of this instrument for a total duration not to exceed 5 years from its original date of execution.
3. **NONDISCRIMINATION.** The recipient/cooperator shall comply with all Federal statutes relating to nondiscrimination all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, disability or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posted in primary and secondary recipient/cooperator offices, at the public service delivery contact point and included, in full, on all materials regarding such



Mr. Almeyda

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recipients'/cooperators' programs that are produced by the recipients/cooperators for public information, public education, or public distribution:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of the race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text, that **"This institution is an equal opportunity provider."**

4. INTERNATIONAL AIR TRANSPORTATION FAIR COMPETITIVE ACT. The recipient/cooperator organization shall comply with Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. 1517 (Fly American Act), which requires:

a. Any air transportation to, from, between, or within a country, other than the U.S., of persons or property, the expense of which will be assisted by USDA funding, will be performed on a United States flag carrier if service provided by such carrier is "available."

b. For the purposes of the requirement:

(1) Passenger or freight service by a certified air carrier is considered "available" even though:

(a) Comparable or a different kind of service by a noncertificated air carrier costs less; or

(b) Service by a noncertificated air carrier can be paid for in excess foreign currency; or

(c) Service by a noncertificated air carrier is preferred by the recipient organization contractor or traveler needing air transportation.

(2) Passenger service by a certificated air carrier is considered to be "unavailable":

(a) When the traveler, while enroute, has to wait 6 hours or more for an available U.S. carrier; or

(b) When any flight by a U.S. carrier interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, and so forth, and no other flight by a U.S. carrier is available during the 6 hour period; or

(c) When the flight by a U.S. carrier takes 12 or more hours longer than a foreign carrier.

5. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS AND AUDIOVISUALS.

Forest Service support shall be acknowledged in any publications and audiovisuals developed as a result of this instrument.

Mr. Almeyda

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6. **PROPERTY AND EQUIPMENT:** As defined in OMB Circular A-110 property and equipment are single items with an acquisition cost of \$5,000 or more per unit and having a useful life of more than one year. The purchase of property or equipment with Federal funds is approved under this instrument.

INCLUDE THIS CLAUSE IF AUTHORIZED THE ABOVE PROPERTY MANAGEMENT: The Forest Service has an interest in all equipment purchased with funds associated with this grant. It is your responsibility to have an acceptable property management system to safeguard all property acquired with Federal funds. A good property management system consists of the following:

- Accurate and complete property records that include a description of the property, a property ID number, source of the property, who holds title, acquisition date, original cost, Federal share of the cost, property location and disposition data.
- Physical inventory procedures to reconcile property records with the actual inventory.
- A control system to safeguard the property from theft, abuse, illegal use or loss.
- Maintain procedures to keep all property in good order and sales procedure to assure a fair return upon disposition.

When original replacement equipment is no longer needed, the following disposition rules apply:

- Equipment with a current market value of less than \$5,000 may be retained, sold or otherwise disposed of by the grantee.
- Equipment worth more than \$5,000 at current fair market value may be retained or sold with the awarding agency having the right to share of the value reflecting the share of its participation.

7. **PRINCIPAL CONTACT.** Terry Hueth is the designated contact for technical questions all reports shall be forwarded to him. Janet Rivera is the designated contact for questions regarding terms and conditions and SF-270 (Request for Advance or Reimbursement) shall be forwarded to her. Javier Almeyda is the authorized official to sign SF-270's (Request for Advance or Reimbursement) and SF-269's (Financial Status Report) on behalf of the Ciudadanos Pro Bosque San Patricio. In his absence the designated official acting on his behalf will be the authorized official.

Forest Service Project Contact	Cooperator Project Contact
Terry Hueth USDA Forest Service-ITTF Jardín Botánico Sur 1201 Calle Ceiba San Juan, PR 00926-1119	Javier Almeyda, Steering Committee Chairman Ciudadanos Pro Bosque San Patricio P.O. Box 10847 San Juan, PR 00922-0847
Phone: 787-766-5335 ext. 222	Phone: 787-707-0847
Fax: 787-766-6302	Fax: 787-764-2890
Email: thueth@fs.fed.us	Email: jalmeyda@coqui.net

Mr. Almeyda

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Forest Service Administrative Contact	Cooperator Administrative Contact
Janet Rivera USDA Forest Service-IITF Jardín Botánico Sur 1201 Calle Ceiba San Juan, PR 00926-1119	
Phone: 787-766-5335 ext. 281	
Fax: 787-766-6302	
Email: jrivera01@fs.fed.us	
	Cooperator Financial Signatory Official
	Javier Almeyda, Steering Committee Chairman Ciudadanos Pro Bosque San Patricio P.O. Box 10847 San Juan, PR 00922-0847
	Phone: 787-707-0847
	Fax: 787-764-2890
	Email: jalmeyda@coqui.net

8. **MODIFICATIONS.** Until written approval is granted for a modification, the terms and conditions of the original award remain in effect. The Forest Service is not obligated to fund any changes not approved in advance.

Prior written approval is required for any of the following:

- Additional funding.
- Any revision of the scope or objectives of the project, regardless of whether there is an associated budget revision requiring prior approval.
- Transfer of funds allotted for training allowances to other categories for expenses.
- Subawards, transfers or contracting out of any work under an award unless previously approved in original award.
- Changes in key personnel specified in the application or award.
- Cumulative transfers among direct cost categories, or among separately budgeted programs and projects, that exceed or are expected to exceed 10% of the current total approved budget whenever the awarding agency's share exceeds \$100,000.
- Extension period of availability of funds.
- Increases in direct costs requiring transfer of amounts budgeted for indirect costs, or vice versa.

A revised Application for Federal Financial Assistance Form SF-424, revised Budget Information Form SF-424A (if applicable) and a revised narrative (if applicable) accompanied by a letter or email message requesting the change(s) are required for any of the above prior approvals.

Mr. Almeyda

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9. **COPYRIGHTING.** The recipient is granted sole and exclusive right to copyright, including the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for full term of copyright and all renewals thereof in accordance with this instrument. However, no original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to produce, publish, or otherwise use, and to authorize others to use, the work for Federal government purposes. This right shall be transferred to any subgrants or subcontracts. This provision includes:

- a. The copyright in any work developed by **Ciudadanos Pro Bosque San Patricio** under this instrument.
- b. Any rights of copyright to which **Ciudadanos Pro Bosque San Patricio** purchases ownership with any Federal contributions.

10. **PROGRAM INCOME.** If any program income is generated as a result of this instrument, the income shall be applied using the **Additive Alternative** described in **7 CFR 3019.24**.

11. **ELECTRONIC FUNDS TRANSFER (EFT).** The recipient/cooperator shall designate a financial institution or an authorized payment agent through which a Federal payment may be made in accordance with U.S. Treasury Regulations, Money and Finance at 31 CFR 208, which requires that Federal payments are to be made by electronic funds transfer (EFT) to the maximum extent possible. A waiver may be requested and payment received by check by certifying in writing that one of the following situations apply:

1. The payment does not have an account at a financial institution.
2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving check.
3. The payment recipient/cooperator has a physical or mental disability, or a geographic, language, or literacy barrier.

In order to receive EFT payments the recipient/cooperator shall register in the Central Contractor Registry (CCR). You may register by going to www.ccr.gov and following the instructions provided on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725.

12. **ADVANCE PAYMENTS.** The recipient is approved to submit requests on an advance payment basis for estimated costs, that shall not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. Any funds advanced, but not spent, upon expiration of this instrument shall be returned to the Forest Service. Request for advance payments shall be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and shall be submitted no more than monthly.

13. **REIMBURSABLE PAYMENTS.** Reimbursable payments are approved under this instrument. Only costs those project activities approved in (1) the initial instrument, or (2) modification thereto, are allowable. Request for payment shall be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement and should be submitted no more than monthly.

Mr. Almeyda

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14. **FINANCIAL STATUS AND CASH REPORTING.** Form SF-269 Financial Status Report shall be submitted **quarterly**, no later than 30 days after the end of the reporting period. A final SF-269 shall be submitted with your final request, or no later than 90 calendar days from the expiration date of the instrument or at the end of the grant support.

15. **PROGRAM PERFORMANCE REPORTS.** A performance or progress report shall be submitted **quarterly** no later than 30 days after the end of the reporting period.

- a. The Cooperator shall constantly monitor performance under Federal Assistance activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. When monitoring reveals problems, delays or adverse conditions which materially affect the Cooperator's ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods, the Cooperator shall furnish to the Forest Service Project Contact a report outlining the circumstances and showing action taken or contemplated, and any Federal Assistance needed to resolve the situation.
- b. The Cooperator shall, within 90 days of the close of the grant year, submit to the Forest Service Project Contact a performance report for this award which describes:
 - The overall progress, including results to date and comparison of actual accomplishments with proposed goals established in the application narrative.
 - Any current problems or favorable or unusual developments.
 - Work to be performed during the subsequent period.
 - Reasons why established goals were not met.
 - When appropriate provide an analysis and explanation of cost overruns or high unit costs.
 - Problems, delays and adverse conditions that will materially affect the grantee's ability to meet the project's objectives or time schedules.

All final reports (Progress Report, Request for Reimbursement, and Financial Status Report) shall be due 90 days after the expiration date of the grant or at the end of the grant support.

Recipients are required to maintain and retain all financial records, program records, and supporting documents for 3 years from the date of submission of the final expenditure report.

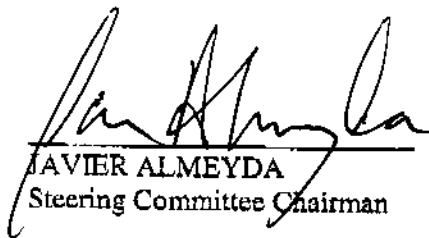
Mr. Ocasio

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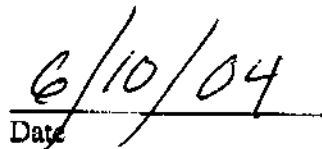
16. AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document as representatives of the cooperator are authorized to act in their respective areas for matters related to this grant.

ARIEL E. LUGO
Director

Date



JAVIER ALMEYDA
Steering Committee Chairman



Date

Forest Service Use:

Job Code: **SPUF0704** **\$76,830**