
STATE OF MONTANA

BRIAN SCHWEITZER, GOVERNOR

DEPARTMENT OF LIVESTOCK
PO BOX 202001
HELENA, MONTANA 59620-2001



DEPARTMENT OF LIVESTOCK (406) 444-7323
CENTRALIZED SERVICES DIVISION (406) 444-4994
FAX (406) 444-4904

January 26, 2011

Dr. Thomas Linfield DVM
USDA/APHIS
208 North Montana, Suite 101
Helena, Montana 59601

RE: Fiscal Year 2011 Bison Operation Cooperative Agreement Package

Dear Dr. Linfield:

We have enclosed the paperwork for the Bison Operation Cooperative Agreement number 11-9730-0124-CA for the time period January 1, 2011 through December 31, 2011.

If you have any questions, please contact Alisa Odell at (406) 444-4917 or email her at aodell2@mt.gov.

Sincerely,

A handwritten signature in black ink that reads "George H. Harris". The signature is written in a cursive style.

George H. Harris
Administrator, Centralized Services
Montana Department of Livestock

CC: Christian Mackay, Executive Officer
Dr. Martin Zaluski

Grant Number: 11-9730-0124-CA

COOPERATIVE AGREEMENT CHECKLIST

NEW	Continuation	X	Revision
Program <u>Bison Operations for Montana</u> From <u>1/1/2011</u> to <u>12/31/2011</u>			
Account Code <u>152 9730 335</u> Amount \$ <u>660,000</u>			

- Notice of Grant Award
- Pre Award Letter
- Standard Form 424 (Application)
- Standard Form 424A (Budget) - must match work plan financial plan
- Standard Form 424B (Assurances)
- Negotiated Indirect Cost Enclosed - must be current
- FFATA - Supplemental Cooperator Information Sheet (Required for ALL Agreements/Grants)
- SPOC (if applicable)
- APHIS Form 63 (for new agreements only, valid for 5 years)
- Lobbying Certification (ALL agreements/grants over 100k)
- SF-LLL-Disclosure of Lobbying Activities (if applicable, ALL agreements/grants over 100k AND lobbying to disclose by the Cooperator)

Comments: included with package - workplan

Reporting Requirements (See Desk Reference Book Sections 18-21)

Quarter	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Final
Accomplishment Report					
SF 425 (FFR)					
SF 270					
FFATA Equipment Form					
Closeout Report					
Record Retention Letter to Cooperator					

Comments: _____

Revisions (if needed, See Desk Reference Book Sections 15-17)

- Revision 11-01; List the reason for the revision _____
- Revision 11-02; List the reason for the revision _____
- Revision 11-03; List the reason for the revision _____
- Revision 11-04; List the reason for the revision _____

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Authorized Departmental Officer
USDA, Animal and Plant Health Inspection Service
Veterinary Services
2150 Centre Avenue, Building B
Fort Collins, CO 80526

January 26, 2011

Dear Dr. McCluskey,

Your concurrence is requested to allow pre-award costs for the **Bison Operations** program for Fiscal Year **2011** in an amount no greater than 25% of **this years'** Cooperative Agreement amount. It is necessary to incur Pre-Award Costs to work immediately on the bison brucellosis management program in the State of Montana. The work is necessary to meet payroll and operational costs of the bison operations staff in the Greater Yellowstone Area as well as administrative costs. Office of Management and Budget Circular A-87 Attachment B, Section 31, defines pre-award costs as those costs incurred prior to the effective date of the award, **which are necessary and allowable only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the awarding agency.** Attached is a breakdown of our projected expenditures during the Pre-Award period.

I understand that Pre-Award costs will be paid contingent upon the passage by Congress of an appropriation from which expenditures may be legally met, and a formal Cooperative Agreement being submitted and approved. I further understand the ensuing **Agreement** may be reduced or terminated if Congress fails to appropriate funds, or only provides APHIS funds for a finite period under a Continuing Resolution.

I request that Pre-Award Costs be permitted beginning **January 1, 2011**, subject to continuation in writing, if necessary, by mutual agreement of the parties.

I agree to manage the Bison Operations program funded by Federal money in accordance with Title 7 Code of Federal Regulations, Part 3016; the associated Office of Management and Budget (OMB) Circular governing costs allowed; and all other applicable laws, regulations, and guidelines.

Sincerely,

1/26/11

Christian Mackay
Executive Officer
Montana Department of Livestock

Date

Concurrences:

ADODR _____ Date

Regional EPI _____ Date

Regional Cooperative Agreement Specialist _____ Date

Cc: ADO
ADODR
MRPBS, FMD, ASC
Dr. Martin Zaluski, State Veterinarian

PRE-AWARD COSTS

Salaries (<i>List numbers by types of position</i>):	\$50,000
Benefits : \$20,000	
Contracted Services: \$37,495	
Travel : \$4,000	
Communication: \$1,500	
Supplies : \$13,000	
Rent : \$13,225.00	
Utilities: \$0.00	
Other: \$2,000	
Repair & Maint.: \$6,000	
Indirect Costs: \$17,780	
Total Pre-Award Project Costs: \$165,000	

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

*2. Type of Application

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s)

*Other (Specify) _____

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

11-9730-0124-CA

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Montana Department of Livestock

*b. Employer/Taxpayer Identification Number (EIN/TIN):

81-0302402

*c. Organizational DUNS:

80-9791049

d. Address:

*Street 1: 301 Roberts

Street 2: PO Box 202001

*City: Helena

County: Lewis & Clark

*State: Montana

Province: _____

*Country: USA

*Zip / Postal Code 59620-2001

e. Organizational Unit:

Department Name:

Animal Health

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____

*First Name: George

Middle Name: H

*Last Name: Harris

Suffix: _____

Title: Administrator for Centralized Services Division

Organizational Affiliation:

*Telephone Number: (406) 444-4994

Fax Number: (406) 444-4904

*Email: gharris@mt.gov

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

USDA APHIS

11. Catalog of Federal Domestic Assistance Number:

10-025 _____

CFDA Title:

Plant and Animal Disease, Pest Control & Animal Care _____

***12 Funding Opportunity Number:**

11-9730-0124-CA _____

*Title:

Bison Management in the Montana Greater Yellowstone Area _____

13. Competition Identification Number:

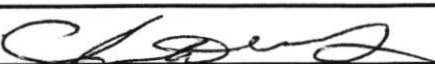
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

The greater Yellowstone area and Montana

***15. Descriptive Title of Applicant's Project:**

Bison Management in the Montana Greater Yellowstone Area

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: MT-00	*b. Program/Project: MT-00	
17. Proposed Project:		
*a. Start Date: 01/01/2011	*b. End Date: 12/31/2011	
18. Estimated Funding (\$):		
*a. Federal	660,000	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income		
*g. TOTAL	660,000	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: _____	*First Name: <u>Christian</u>	
Middle Name: _____		
*Last Name: <u>Mackay</u>		
Suffix: _____		
*Title: Executive Officer		
*Telephone Number: (406) 444-0528	Fax Number: (406) 444-4904	
* Email: cmackay@mt.gov		
*Signature of Authorized Representative 	*Date Signed: <u>1/27/11</u>	

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$ 660,000.00	\$	\$ 660,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 660,000.00	\$ 0.00	\$ 660,000.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)		
a. Personnel	\$ 170,000.00	\$	\$	\$	\$ 170,000.00
b. Fringe Benefits	70,500.00				70,500.00
c. Travel	8,000.00				8,000.00
d. Equipment	35,000.00				35,000.00
e. Supplies	35,000.00				35,000.00
f. Contractual	152,413.00				152,413.00
g. Construction	0.00				0.00
h. Other	128,000.00				128,000.00
i. Total Direct Charges (sum of 6a-6h)	598,913.00	0.00	0.00	0.00	598,913.00
j. Indirect Charges	61,087.00				61,087.00
k. TOTALS (sum of 6i and 6j)	\$ 660,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 660,000.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 660,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 660,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color 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; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Executive Offer
APPLICANT ORGANIZATION Montana Department of Livestock	DATE SUBMITTED January 26, 2011