



United States Department of the Interior

NATIONAL PARK SERVICE
Northeast Region
200 Chestnut Street
Philadelphia, PA 19106-2878

Dr, Howard P Whidden
Department of Biological Sciences
East Stroudsburg University of Pennsylvania
200 Prospect Street
East Stroudsburg, PA 18301

Dear Dr. Whidden:

Enclosed for your university's consideration and approval is a proposed Task Agreement (No. 001) to Cooperative Agreement H4560040069 between East Stroudsburg University and the National Park Service to assist the Service with a mammal inventory of 460 miles of the Appalachian Trail. If accepted, funds in the amount of \$62,262 will be obligated by the Task Agreement to conduct project activities according to the terms and conditions of the proposed Agreement and your attached project proposal.

If the terms and conditions of the proposed Task Agreement are acceptable, please obtain signature from the Provost's Office and return all copies to this office for processing. A signed, fully executed copy will be returned to your office. This Task Agreement shall be subject to all terms and conditions of the Cooperative Agreement.

Sincerely,

Linda E. Maiden
Contracts Officer

Enclosures

AGREEMENTS
DATA SHEET

1. Agreement Number: CA H4560040069; Task Agreement No. 001
2. Parties to Agreement:
- a. National Park Service (WASO Division, Region, Park)
Northeast Region, Natural Resource Stewardship and Science
- b. Other(s) (Organization Name and Address)
East Stroudsburg University of Pennsylvania
Office of the Provost
200 Prospect Street
East Stroudsburg, PA 18301
3. National Park Service Funding Date (If Applicable):
- a. Amount to be Obligated (Current FY) \$62,262
- b. Account Numbers 2108-6210-NII
4. Type of Report (Circle) and Term (Year/Month/Day):
- | | | | | |
|-----------------------------|----------------|-----------------------------|-------------|-----------------------------|
| a. ~~Basic~~ | Beginning Date | <u> </u> | Ending Date | <u> </u> |
| b. ~~Reaffirmation~~ | Beginning Date | <u> </u> | Ending Date | <u> </u> |
| c. Task | Beginning Date | <u> </u> | Ending Date | <u>2006/06/30</u> |
| d. ~~Modification~~ | Beginning Date | <u> </u> | Ending Date | <u> </u> |
5. Purpose of Agreement:
To conduct a mammal survey of 460 miles of the Appalachian Trail.
6. Category Code:
- a. Primary 04
- b. Secondary 02
7. Signing Official

Name

Title

Date

TASK AGREEMENT NUMBER 001

to

COOPERATIVE AGREEMENT H4560040069

between

**THE UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE**

and

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

ARTICLE I – BACKGROUND AND OBJECTIVES

Cooperative Agreement Number H4560040069 was entered into by and between the Department of the Interior, National Park Service (hereinafter known as the Service), and East Stroudsburg University of Pennsylvania (hereinafter also known as the Cooperator) for the purpose of conducting scientific research, monitoring, and interpretive activities related to the protection and management of natural and cultural resources of the National Park System and other similar areas elsewhere. Unless otherwise specified herein, all terms and conditions as stated in the Cooperative Agreement shall apply to this Task Agreement.

ARTICLE II – STATEMENT OF WORK

A. The Cooperator agrees to:

1. conduct a thorough literature review to identify preferred habitats and known geographic distributions for the focal mammal species (see attached project proposal) associated with the Appalachian Trail (AT) Corridor;
2. develop a robust study design to detect as many mammal species as possible along the AT Corridor in PA, NJ, NY, and CT, and obtain all necessary state and federal permits to conduct this inventory;
3. provide originals and copies of capture and habitat data as recorded on field data sheets;
4. submit data electronically and on CD-ROM in Microsoft Access using the Service I&M database template or one specifically developed for this particular project by a Service I&M Data Manager, and accompany each database with a data dictionary describing field names and values;

5. implement and document quality assurance/quality control (QA/QC) measures used to assure the accuracy of their data and provide QA/QC documentation to the Service with all databases in MS Word format;
6. provide metadata for all biological spatial and tabular data sets in ASCII text, HTML and SGML on CD-ROM following the Federal Geographic Data Committee (FGDC) Metadata Biological Data Profile, parsed following the Service GIS guidelines;
7. provide differentially corrected GPS coordinates (UTM NAD83) for all sampling locations and all captures as ArcInfo coverages overlaid with habitat type coverages, with each location having an associated data table containing a list of species captured;
8. use photo documentation as the primary voucher source, except for those species not previously documented within the AT Corridor or for those species whose identification can be questionable without physical evidence; and
9. conduct the project according to the objectives, timeline, and budget identified in the attached and hereby incorporated project proposal.

B. The Service agrees to:

1. as available, provide GIS data layers of the AT Corridor, including information related to indicating sensitive areas and the locations of natural heritage inventories;
2. provide technical support to the Cooperator for the creation and development of FGDC compliant metadata and the use of the Service Dataset Catalog;
3. provide all necessary Service databases (ANCS+, NPSpecies, Dataset Catalog);
4. facilitate accession of all voucher specimens into Service museum collections; and
5. make available, not to exceed, \$62,262 to the Cooperator to carry out the terms of this Task Agreement.

C. And, the Service and Cooperator jointly agree to:

1. meet together periodically, and with other cooperators, to coordinate activities and track progress and expenditures of individual projects; and
2. explore potentials for publication of these results in peer-reviewed scientific journals and popular press.

ARTICLE III – TERM OF AGREEMENT

This Task Agreement will become effective on the date of final signature and extend through midnight June 30, 2006, unless terminated earlier in accordance with Article VII.

the Northeast Temperate Network Annual Administrative Report. The Service will provide the Cooperator's key official with instructions. Additional progress reports will be submitted quarterly in MS-Word format both electronically and on CD-ROM on or about 15 January, 15 April, and 15 July 2005.

2. A draft report will be written, submitted to, and reviewed by the Service and peer reviewed by experts selected by the Service to ensure compliance. The draft will be submitted digitally, in MS-Word format, on CD-ROM on or before 30 December 2005.
3. A final report will be submitted in digital and hard copy (5 copies) on or before 30 March 2006. As necessary, all mutually agreed upon comments and revisions to the draft report shall be addressed and incorporated during the preparation of the final.
4. On or before 30 March 2006, the following shall also be submitted: originals and copies of all capture and habitat data as recorded on field data sheets; data electronically and on CD-ROM in Microsoft Access using the Service I&M database template or one specifically developed for this particular project by a Service I&M Data Manager; a data dictionary for each database describing field names and values; QA/QC documentation to the Service with all databases in MS Word format; metadata for all biological spatial and tabular data sets in ASCII text, HTML and SGML on CD-ROM following the FGDC Metadata Biological Data Profile, parsed following the Service GIS guidelines; and differentially corrected GPS coordinates (UTM NAD83) for all sampling locations and all captures as ArcInfo coverages overlaid with habitat type coverages, with each location having an associated data table containing a list of species captured.

At a minimum, all spatial data is to be supplied as an ArcInfo coverage and ArcInfo interchange file, e00, compatible with the current version of ArcInfo for the MS Windows operating system, both electronically and on CD-ROM.

All voucher photos will be submitted to the Service in JPEG or TIFF format on CD-ROM with accompanying documentation in MS Word. In the event a voucher specimen needs to be collected, study skins will be prepared and skeletal remains archived. These samples will be documented and deposited in the natural history collection at Acadia NP.

Unless otherwise specified, the Cooperator shall follow all the requirements of the Service's Northeast Region "Inventory and Monitoring Product Specifications", which specify the content and format for all deliverable reports and spatial and non-spatial databases. These guidelines shall be provided to the Cooperator's key official.

ARTICLE VII – MODIFICATION AND TERMINATION

This Task Agreement may be modified only by a written instrument executed by the parties.

Either party may terminate this Task Agreement by providing the other party with thirty (30) days advance written notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences.

ARTICLE IV – KEY OFFICIALS

Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

A. For the Service:

Greg Shriver
Inventory and Monitoring Coordinator
54 Elm Street
Woodstock, VT 05091
E-mail: greg_shriver@nps.gov
Telephone: (802) 457-3368 (x37)
Facsimile: (802) 457-3405

B. For the Cooperator:

Dr. Howard P. Whidden
Dept. of Biological Sciences
200 Prospect Street
East Stroudsburg, PA 18301
E-mail: hwhidden@po-box.esu.edu
Telephone: (570) 422-3714

Changes in Key Officials - Neither the Service nor the Cooperator may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE V – AWARD AND PAYMENT

On a cost reimbursement basis, the Service will provide funding in the amount of, not to exceed, \$62,262 to be paid to the Cooperator on a quarterly basis for the work and deliverables described in Article II and Article VI, respectively. Payments are subject to the satisfactory progress of project objectives and the timely submission of acceptable deliverables. A minimum of ten (10) percent of the award must be held for final payment based on final approval of all required deliverables.

The Cooperator shall submit requests for reimbursement on Standard Form 270 (SF-270), Request for Advance or Reimbursement, original and two copies, to the Service key official. Payment will be made no more frequently than quarterly and will be paid by Electronic Funds Transfer.

Appropriation Data: The chargeable appropriation for this Task Agreement is:

\$62,262 against 2108-6210-NII

ARTICLE VI – REPORTS AND/OR DELIVERABLES

The Cooperator shall submit the following deliverables to the Service key official in conformance with Service Northeast Region I&M Program standards and requirements.

1. Investigator's Annual Reports report will be submitted on 15 October of each calendar year that this Agreement is in effect, including the year of completion, to be included in

ARTICLE VIII – ATTACHMENTS

The following document is attached and made a part of this Task Agreement:

Attachment: Project proposal entitled “Appalachian Trail Mammal Inventory for PA, NJ, NY, and CT: 460 Trail Miles” by Dr. Howard P. Whidden submitted June 15, 2004.

ARTICLE IX - SIGNATURES

IN WITNESS HEREOF, the parties hereto have executed this Task Agreement on the latter date set forth below.

EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

Date

NATIONAL PARK SERVICE

Linda E. Maiden
Contract Officer
Northeast Region
200 Chestnut Street
Philadelphia, PA 19106-2878
Email: linda_maiden@nps.gov
Phone: (215) 597-0055
Fax: (215) 597-1085

Date

UNITED STATES
DEPARTMENT OF THE INTERIOR

Page 1 of 1

REQUISITION

Requisition No.

Date

August 5, 2004

To
Contracting

Bureau/Office
Northeast Region
National Park Service

Appropriation/Allotment No. 2108-6210-NII

Charge shipping costs to:

Vendor East Stroudsburg University of Pennsylvania
Office of the Provost
200 Prospect Street
East Stroudsburg, PA 18301

Deliver to Northeast Region
Natural Resource Stewardship & Science
200 Chestnut Street
Philadelphia, PA 19106-2878

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	To carry out terms and conditions of Task Agreement No. 001 to Cooperative Agreement No. H4560040069 to conduct a mammal inventory of 460 miles of the Appalachian Trail. Payments of incurred costs will be made to the Cooperator based upon acceptable and timely project progress and deliverables. Final payment is due upon satisfactory project progress and completion and approval of required deliverables on or before June 30, 2006.	1	job		\$62,262

To Be Completed by Fiscal Authority Only

FUND CERTIFICATION: Funds in the amounts shown are available and chargeable to the cost authorities shown above.

Signature	Date	Approved by (Signature)	Date
			8/05/04
Title		Title	
		Northeast Region Chief Scientist	
Requisitioned by (Signature)	Date	Bureau Officer (Signature)	Date
			8/05/04
Title		Title	
		DARD, NER Natural Resource Stewardship and Science	

Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.