**Attachment A**

**STATEMENT OF WORK**

**BETWEEN THE**

**U.S. DEPARTMENT OF AGRICULTURE**

**NATURAL RESOURCES CONSERVATION SERVICE (NRCS)**

**AND THE**

**National Older Worker Career Center (NOWCC)**

**I. PURPOSE**

The purpose of this agreement is to acquire and utilize the conservation expertise of individuals 55 and over through the ACES program to provide technical services in support of the conservation related programs and authorities carried out by the Secretary.

**II. OBJECTIVES**

The ACES positions funded under this agreement will provide technical and professional services at the NRCS NHQ, National Centers and within the States on USDA Title XII Farm Bill Programs. Carry out this Task Agreement under and in accordance with the National Umbrella Agreement 68-3A75-13-150.

**III. RESPONSIBILITIES OF THE PARTIES**

1. **NRCS will:**
2. Provide 100% of the cost outlined in the Cost Summary Worksheet for the work described in the Position Description(s).
3. Upon receipt of a list of eligible candidates, interview the candidates and recommend a candidate for selection by NOWCC.
4. As required by the position, provide office space, computer equipment and access (if the enrollee is found suitable), government vehicle access (after NRCS has verified that the enrollee has a valid state driver’s license) and use of supplies in order to carry out the work in the Position Description(s).
5. Provide adequate training to participant to complete assigned projects.
6. As required, provide review and certification of participant work by an NRCS employee with adequate job or engineering approval authority.
7. Provide timely advance payments upon receipt and approval of Form SF–270, Request for Advance or Reimbursement. Items of work approved for reimbursement/advance are shown in the Cost Summary Worksheet which is incorporated as part of this agreement.
8. Assign an ACES Coordinator to facilitate program activities with NOWCC. Assign a monitor and alternate monitor to provide oversight for daily guidance for this position.
9. Provide the following as NRCS liaison(s):

**Programmatic: Administrative:**

Name:

Title:

Address:

Phone:

Fax:

E-mail:

1. **The Recipient will:**
2. Provide the position to carry out this Statement of Work and based on the Position Description provided which identifies the technical work to be accomplished, using the budget agreed upon.
3. Submit the SF-270 to the following address:

 **NRCS Payment Processing**

Name:

Title:

Address:

Phone:

Fax:

E-mail:

1. Request reimbursement at least monthly, but no longer than quarterly, by submitting a completed Form SF-270, Request for Advance or Reimbursement, with proper supporting documentation to NRCS. Refer to the Cost Summary Worksheet, which is incorporated as part of this agreement. Include a Vendor Identification Number (VIN) on the second line of the remittance address on all SF-270 Forms submitted for payment in order for NRCS to make payment by electronic funds transfer. Total amount of reimbursement/advance from NRCS will not exceed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Use funds provided by NRCS for costs of enrolling and administering payroll and benefits earned by the NRCS selected candidate providing technical services outlined in the Position Description. Administrative functions include training and travel reimbursement for all required and/or approved travel and training.
3. Comply with privacy of personal information relating to NRCS programs and customers.
4. Provide orientation to the new enrollee related to the administration of payroll, benefits and other procedures and protocol of the ACES Program. Address all questions and provide guidance pertaining to these matters. Ensure enrollee receives a copy of the position description and reporting dates to NRCS.
5. Provide the following contacts:

**Programmatic: Technical/Administrative**

Name: Barbara Canada

Title: ACES Program Manager

Address: 3811 N. Fairfax Ave, #900

 Arlington, VA 22203

Tel #: 703-558-4213

Fax #: 703-890-1577

Email: bcanada@NOWCC.org

1. Submit a quarterly report to NRCS consisting of the total expenditures to date from inception of the task agreement, together with expenditures for the most recent quarter, and a list of submitted by unpaid payment requests. Include a breakdown of costs incurred by cost type (Direct, Indirect, and Administrative Costs) and an updated quarterly estimate of the end date based on funds remaining in the agreement.

**IV. EXPECTED ACCOMPLISHMENTS AND DELIVERABLES**

Work assignments will be provided and overseen throughout the performance period the worksite monitor this ACES position. See Position Description for duties and performance period and worksite monitor.

**V. PERIOD OF PERFORMANCE**

This agreement will continue in effect from the date of last signature through \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**VI. RESOURCES REQUIRED**

A. NRCS: All administrative resources related to timesheets, payroll, reimbursements, leave, and other benefits will be provided by NOWCC.

B. Recipient: All necessary resources, related to computer access, worksite transportation, and tools to carryout duties will be determined and provided by NRCS at the worksite.

**VII. MILESTONES**

1. NOWCC will provide a quarterly SF-425 with supporting documentation.