

# COOPERATIVE AGREEMENT MODIFICATION

Agreement/Appendix Title and Number: W912PQ-13-2-1014  
Project Name/Description and Location: ARNG Administrative Services Activities  
Modification Number: P00001

ISSUED BY:

NATIONAL GUARD BUREAU

ISSUED TO:

THE STATE OF NEW YORK

This modification is issued pursuant to the Authorities, 31 U.S.C. Chapter 63; MCA and Appendices Article VII, Sect 703; MCCA Article XII, Sect 1201 of the basic cooperative agreements. Mark purpose and obtain signatures as appropriate IAW NGR 5-1, Chapter 3.

- a. FUNDING
- b. TERMS AND CONDITIONS
- c. TERMINATION
- d. OTHER ADMINISTRATIVE

### DESCRIPTION OF MODIFICATION:

1. This Appendix, W912PQ-12-2-1014, is hereby extended for Fiscal Year 2013. The effective date is 01 October 2012 and the termination date is 30 September 2013, "Subject to availability of Funds".
2. The Appendix number W912PQ-12-2-1014 is **changed to read W912PQ-13-2-1014 for FY2013.**
3. The Initial Estimated Cost (AFP-Federal) for this Appendix, W912PQ-13-2-1014 for FY 13 is \$39,502.00
3. As FY2013 budgets are approved by NGB, program managers will add funding to the Appendix by separate modification.

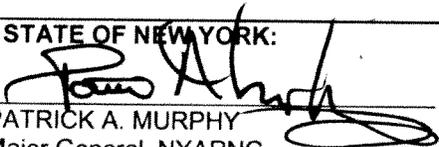
### EXECUTION

Except as provided herein, all terms and conditions of the Cooperative Agreement and/or Appendix remain unchanged in full force and effect.

IN WITNESS WHEREOF, the parties by their authorized representatives execute this Cooperative Agreement Modification.

#### THE STATE OF NEW YORK:

BY:

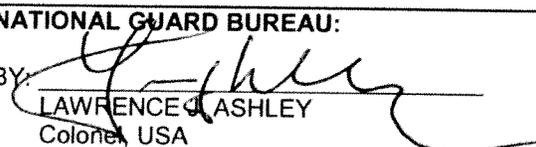
  
PATRICK A. MURPHY  
Major General, NYARNG  
The Adjutant General

Date:

5 Oct 12

#### NATIONAL GUARD BUREAU:

BY:

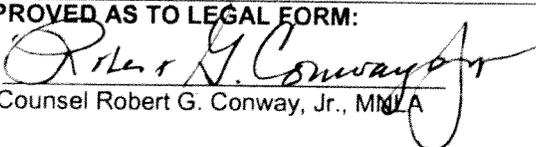
  
LAWRENCE D. ASHLEY  
Colonel, USA  
USPFO for New York

Date:

9 OCT 12

#### APPROVED AS TO LEGAL FORM:

BY:

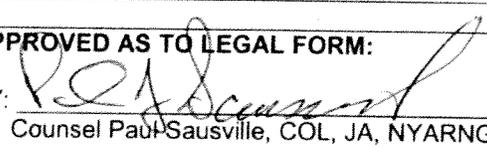
  
Counsel Robert G. Conway, Jr., MMLA

Date:

26 Sep 2012

#### APPROVED AS TO LEGAL FORM:

BY:

  
Counsel Paul Sausville, COL, JA, NYARNG

Date:

26 Sep 2012

## COOPERATIVE AGREEMENT INFORMATION SERVICES FY13

State and Federal statistics from period 1 Oct 11 – 30 Sep 12 were utilized to support this agreement. Numbers are rounded to the nearest dollar.

### TOTAL OUTGOING VOLUMES

|                            | <u>FEDERAL</u> | <u>STATE</u> |
|----------------------------|----------------|--------------|
| Postage Meter Piece Count  | 29,492         | 8,583        |
| United Parcel Piece Count  | 1,113          | 144          |
| Overnight Mail Piece Count | 625            | 885          |
| Sub-totals                 | 31,230         | 9,612        |
| Total Piece Count: 40,842  |                |              |
| Percentage of Volumes      | 76%            | 24%          |

### STATE GRADE 6 SALARY WITHIN MAIL OPERATION

|   |                 |
|---|-----------------|
| State Employee SG6 base pay, step and raise | \$28,683        |
| Fringe Benefits 6 @ 50.16%                  | \$14,387        |
| Total Salary and Benefits                   | \$43,070        |
| Less 24% for use of Federal mail equipment  | \$3568          |
| <b>Total required to support agreement</b>  | <b>\$39,502</b> |

### GOVERNMENT FUNDED MAILING EQUIPMENT

|                                |                 |
|--------------------------------|-----------------|
| Support Federal Mail Equipment | <b>\$14,868</b> |
|--------------------------------|-----------------|

## COOPERATIVE AGREEMENT INFORMATION SERVICES FY12

State and Federal statistics from period 1 Oct 11 – 30 Aug 12 were utilized to support this agreement

### TOTAL OUTGOING VOLUMES

#### FEDERAL PIECE COUNT

| Postage<br>Meter | United<br>Parcel | Overnight<br>Mail | Month       |
|------------------|------------------|-------------------|-------------|
| 2,434            | 137              | 68                | Oct         |
| 1,570            | 70               | 25                | Nov         |
| 3,006            | 71               | 59                | Dec         |
| 2,164            | 121              | 63                | Jan         |
| 1,621            | 98               | 46                | Feb         |
| 2,915            | 94               | 53                | Mar         |
| 2,236            | 85               | 54                | Apr         |
| 2,876            | 106              | 60                | May         |
| 2,791            | 63               | 49                | Jun         |
| 2,144            | 67               | 36                | Jul         |
| 4,436            | 69               | 45                | Aug         |
| <u>1,299</u>     | <u>132</u>       | <u>67</u>         | <u>Sept</u> |
| 29,492           | 1,113            | 625               | Totals      |

#### STATE PIECE COUNT

| Postage<br>Meter | United<br>Parcel | Overnight<br>Mail | Month       |
|------------------|------------------|-------------------|-------------|
| 1,522            | 5                | 79                | Oct         |
| 744              | 3                | 65                | Nov         |
| 831              | 5                | 68                | Dec         |
| 892              | 42               | 66                | Jan         |
| 633              | 5                | 66                | Feb         |
| 563              | 29               | 75                | Mar         |
| 558              | 4                | 68                | Apr         |
| 472              | 5                | 106               | May         |
| 706              | 2                | 65                | Jun         |
| 396              | 30               | 83                | Jul         |
| 551              | 11               | 72                | Aug         |
| <u>715</u>       | <u>3</u>         | <u>72</u>         | <u>Sept</u> |
| 8,583            | 144              | 885               | Totals      |

## **APPENDIX 14 ARNG ADMINISTRATIVE SERVICES ACTIVITIES**

### **Section 1401. General.**

a. This Appendix to the Master Cooperative Agreement (MCA) prescribes the terms, conditions and administrative procedures related to the National Guard Bureau's (NGB) Federal contribution for Administrative Services Activities for the Army National Guard.

b. Statements of Facts: The authorities and provisions set forth in NGR 5-1 are incorporated into this Appendix by reference.

### **Section 1402. Additional Definitions:**

Commercial Printing: Any procurable printing and reproduction requirements solicited or obtained from any source other than the supporting GPO procurement office or supporting DAPS.

### **Section 1403. Office of Primary Responsibility.**

a. The Office of Primary Responsibility for this appendix is the Army National Guard Facilities Branch (ARNG-CSO-F). National Guard Bureau, Army National Guard Readiness Center 111 S. George Mason Dr. Arlington, Virginia 22204-1382.

b. Chief ARNG Facilities Branch, for the purpose of this Appendix, is the designee of the Chief, National Guard Bureau, and is the individual authorized to make final approval of all program budgets and modifications to them and to the language of this Appendix, to authorize distribution of funds to the USPFO, to receive specified accounting reconciliation reports, and to take any other action on behalf of the NGB, as specifically reserved under this Appendix for ARNG-CSO-F. The Program Manager, Admin Services, acts on behalf of the Chief ARNG Facilities Branch in the daily administration of this Appendix

### **Section 1404. Scope of Agreement.**

a. Scope of Services. The State shall provide assistance in the performance of Document Management Administrative Services.

b. Performance Specifications. Performance specifications are based on the authorized activities of Section 1405 of this Appendix.

### **Section 1405. Authorized Charges/Activities.**

#### **a. Personnel.**

1. Payments for state employee salaries, to include approved overtime, and allowable benefits in accordance with state personnel policy for the payment of salary and benefits of like state government positions within the same geographic area. If a state has a pay raise, pay freeze, or pay cap, a hiring freeze or employee furloughs for like positions throughout the state, then state employees under this appendix will have corresponding limitations. When there is no like state government position available, salaries and benefits will be equivalent to a comparable grade and series Federal Civil Service position in the geographic area.

2. Costs for regular overtime that is required by Fair Labor Standards Act (FLSA), based on the work schedule authorized by the SMD, will be allowed and funded in each budget cycle. Scheduled overtime should be avoided. When operational requirements or personnel circumstances dictate additional staffing in support of the mission, ARNG-CSO-F may authorize scheduled overtime to satisfy minimum staffing requirements.

b. Costs for travel expenses and per diem, shall be paid at a rate consistent with state travel regulations and not exceeding the Federal Joint Travel Regulation (JTR) Volume II authorizations, for performing Administrative Services activities away from their home office.

c. Authorized Activities are those where the Grantee provides *assistance* in accomplishing the following Document Management Services to include:

1. Assistance in Records Management to include, receiving, storage, Records Holding Area (RHA) operations, cataloging, and retrieval.
2. Assistance in Official Mail and Distribution, and Locator Management, receiving, reporting and distribution.
3. Assistance in Copier Management to include collection of expenditure data, production data, assembling data for reporting consumption.
4. Assistance in Forms and Publications Management.
5. Assistance in Field printing and reproduction facilities, when approved by ARNG-CSO-F, and chartered to support printing and reproduction requirements.

**Section 1406. Unauthorized Charges/Activities.**

a. All charges/activities not authorized in Section 1405 above unless approved by ARNG-CSO-F prior to execution.

b. Reimbursement to the state for any "commercially" procured printing services or products.

c. Reimbursement to the state for copier services to include rental, lease, purchase, or maintenance.

**Section 1407. Budget Requirements.**

a. State Operating Budget.

1. ARNG-CSO-F shall provide Admin Services Base Operations Annual Funding Guidance (AFG) to the State CA PM. The CA PM shall identify an Approved Budget Amount for the FY to cover projected Base Operations Administrative Services costs by area authorized by this agreement. Base Operations Funding used outside the agreement shall also be identified by program area. ARNG-CSO-F shall review and approve or disapprove the State CA PM Administrative Services budget.

2. Changes the CA PM makes to the budget during the fiscal year do not require ARNG-CSO-F approval as long as the supported areas do not change.

3. Funding Priorities. When a cooperative agreement is used available Base Ops funding AFG/AFP must be prioritized as follows:

A. First Priority: Charges associated with Official Mail, Distribution and Locator Management.

B. Second Priority: Records Management, Forms, and Publications management.

C. Third Priority: Authorized High Speed Duplication electronic printing, (excludes commercial procurement).

D. All other

4. Additional federal funds may be provided and directly cited in this agreement provided the MDEP and AMSCO permit the procurement of the service. The CA PM for the Administrative Services Appendix will include these estimates and funds in his budget submission to ARNG-CSO-F.

b. Budget Reports. The CA PM shall submit requested financial or budget reports that NGB Office of Primary Responsibility may require.

**Section 1408. Appendix Administration.**

The State must submit a written request, in accordance with Chapter 3 NGR 5-1, to change the instructions, terms, or conditions of this Appendix. The request will not take effect, nor can any expenditure of funds so implied therein take place, until it receives the approval of NGB. The request shall not be binding unless it is so approved and shall be on an instrument containing the signatures of both the USPFO and TAG, or authorized designees.

**Section 1409. Funding Limitation.**

a. Approved Budget/Annual Funding Program (AFP): The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the State for its costs in fulfilling its responsibilities under this Appendix. This amount may be increased or decreased by NGB during the fiscal year.

b. Total Dollars Obligated: The total amount of funds obligated for NGB's share under this Appendix. Only funds obligated through an executed CA modification to this appendix are available for reimbursement to the State. Funds shall be obligated to this Appendix as received by the CA PM. The following funding limitations are provided for each fiscal year as it occurs:

|   |                                      |  |
|---|--------------------------------------|--|
| 1. Fiscal Year 2010:<br>Federal Share (100%)  | Approved Budget/(AFP)<br>\$36,896.55 | Total Dollars Obligated<br>\$36,896.55 |
| 2. Fiscal Year 2011:<br>Federal Share (100%)  | Approved Budget/(AFP)<br>\$39,033.21 | Total Dollars Obligated<br>\$39,033.21 |
| 3. Fiscal Year 2012:<br>Federal Share (100%)  | Approved Budget/(AFP)<br>\$36,000.00 | Total Dollars Obligated<br>\$36,000.00 |
| 4. Fiscal Year 2013:<br>Federal Share (100%)  | Approved Budget/(AFP)<br>\$39,502.00 | Total Dollars Obligated<br>\$ _____    |
| 5. Fiscal Year _____:<br>Federal Share (100%) | Approved Budget/(AFP)<br>\$ _____    | Total Dollars Obligated<br>\$ _____    |

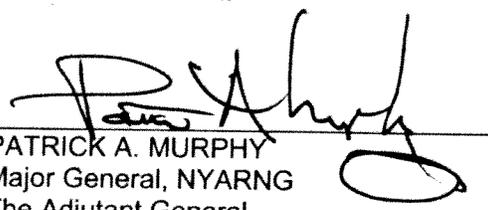
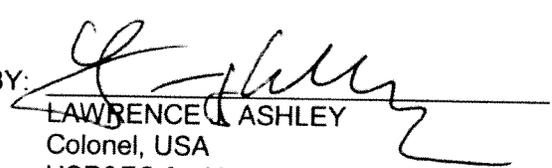
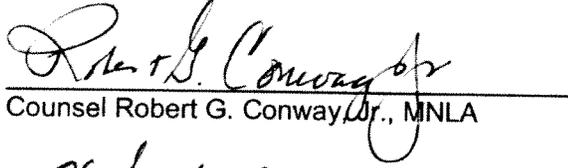
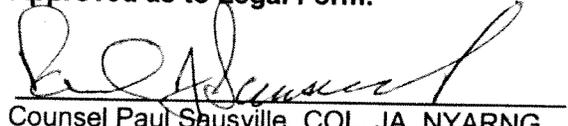
**Section 1410. Agreement Particulars.**

The information below shall be recorded by the Grants Officer's Representative (GOR) for compliance with the reporting requirements of the DoD Assistance Award Action Report System (DAADS) and the Federal Funding Accountability and Transparency Act of 2006.

- a. Grantee/Recipient Category: Government
- b. Grantee/Recipient Type: State Government
- c. Grantee/Recipient DUNS: 044776024
- d. Primary Place of Performance (if different from 'Issued To' on CA Modification Form):
  - (To include Zip + 4) 12110-3514
- e. Grantee/Recipient County (Primary Place of Performance): 36
- f. Grantee/Recipient Congressional District (Primary Place of Performance): Albany
- g. Major Agency: DOD
- h. Agency Code: 2100
- i. Funding Agency: Army
- j. Program Source Agency: 21
- k. Transaction Type: Cooperative Agreement
- l. CFDA: 12.401
- m. CFDA Program Title: Operation and Maintenance  
Army National Guard
- n. Program Source Account-Funding: 2065
- o. Treasury Appropriation Code: 2065
- p. Award/Obligation/Action Date: 1Oct2012
- q. Starting Date: 1Oct2012
- r. Ending Date: 30Sept2013
- s. Record Type: Individual Action
- t. Fiscal Year/Quarter: 2013/1stQtr

**EXECUTION**

***IN WITNESS WHEREOF: The parties, by their signatures, execute this Appendix and agree to its terms and conditions.***

|  |   |
|--|---|
| <p><b>STATE OF NEW YORK:</b></p> <p>BY: <br/>PATRICK A. MURPHY<br/>Major General, NYARNG<br/>The Adjutant General</p> <p><u>5 Oct 12</u><br/>(Date)</p> | <p><b>NATIONAL GUARD BUREAU:</b></p> <p>BY: <br/>LAWRENCE ASHLEY<br/>Colonel, USA<br/>USP&amp;FO for New York</p> <p><u>9 OCT 12</u><br/>(Date)</p> |
| <p><b>Approved as Legal Form:</b></p> <p><br/>Counsel Robert G. Conway, Jr., MNLA</p> <p><u>26 Sep 2012</u><br/>(Date)</p>                             | <p><b>Approved as to Legal Form:</b></p> <p><br/>Counsel Paul Sausville, COL, JA, NYARNG</p> <p><u>24 Sep 2012</u><br/>(Date)</p>                  |