

Task Agreement Number **XXXXXXXXXX**
Under
Cooperative Agreement H4531110704
Between
The United States Department of the Interior
National Park Service
And
Groundwork USA
DUNS No: 60336119
22 Main Street, 2nd FL
Yonkers, NY 10701

CFDA: **15.921**

Project Title: Groundwork Atlanta (GW ATL) Launch and Capacity Building

Amount of Federal Funds Obligated: **\$00.00**

Total Amount of Task Agreement Award: **\$00.00**

Period of Performance: **xxxx** to 3/31/2017

ARTICLE I – BACKGROUND AND OBJECTIVES

Cooperative Agreement H4531110704 was entered into by and between the Department of the Interior, National Park Service, (NPS), and Groundwork USA (GW USA) for the purpose of supporting the reuse of Brownfields and other derelict sites for conservation, recreation, economic development, and other community benefit through development of Groundwork Trust Organizations as part of the Groundwork USA Initiative. Brownfields are defined as derelict sites that have been contaminated or perceived to have been contaminated through previous uses of the site. Groundwork USA, the national office of the Groundwork USA network, is a critical component of the Groundwork model. Its mission is to support the development of the existing and new Groundwork Trusts, promote and coordinate the work of the network, access national resources and partnerships to support local projects and programs, and establish and maintain best practices across the network of Groundwork Trusts. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement.

Project Title: Groundwork Atlanta (GW ATL) Launch and Capacity Building

The objectives of this task agreement are to support the work of GW Atlanta to:

- Undertake the planning and development activities to engage GW ATL in the clean-up and reuse of brownfields and derelict lands for greenspace and other community benefits; in building trails and park improvements; improving access to healthy foods and community gardens; and improving community connections with local waterways and water bodies.
- To plan and develop opportunities for the GW ATL Green Team to participate in service learning activities in their communities and in National Parks.
- To participate in the Relevance, Equity, Diversity and Inclusion Initiative of the Groundwork USA Network.
- To assess projects, programs and operations of GW ATL at the completion of its first year of operation as part of an operations review with Groundwork USA and to develop a two-year Strategic Plan for building the capacity of GW ATL.

ARTICLE II – AUTHORITY

NPS enters into this Agreement pursuant to:

- A. 54 USC § 101702(a) authorizes the NPS to enter into cooperative agreements that involve the transfer of NPS appropriated funds to state, local, and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs.
- B. 16 U.S.C. 460.1-1(d) of the Outdoor Recreation Act authorizes the Secretary of the Interior to provide technical assistance and advice, and to cooperate with States, political subdivisions, and private interests, including nonprofit organizations, with respect to outdoor recreation.

ARTICLE III – STATEMENT OF WORK

A. GW USA agrees:

- 1. That the funds made available through this Task Agreement will be used to support the work of GW Atlanta to: undertake the planning and development activities to engage GW ATL in the clean-up and reuse of brownfields and derelict lands for greenspace and other community benefits; plan and develop trails and park improvements and improve access to healthy foods and community gardens; improve community connections with local waterways and water bodies; plan and develop opportunities for the GW ATL Green Team to participate in service learning activities in their communities and in National Parks; develop a GW ATL website and other outreach materials; participate in the Relevance, Equity, Diversity and Inclusion Initiative of the Groundwork USA Network; plan and organize a one-year operations review with GW USA and Board Workshop and develop a two-year strategic plan for building the capacity of GW ATL.
- 2. That the funds provided under this Task Agreement cannot be used for construction documents or construction of specific projects.
- 3. To support the work of GW ATL to develop and implement a Green Team Environmental Service Learning Program including written program materials in accordance with Groundwork USA best practices, by accomplishing the following tasks:
 - a) Drawing on Green Team Programs at existing GW Trusts, develop a plan for the GW ATL Green Team, including, but not limited to, program overview, program timeline and curriculum. Topics for the curriculum should include, but are not limited to, water quality monitoring, river conservation, pollution, brownfields, bird and wildlife conservation and other topics related to learning about the urban environment;
 - b) Identify potential service learning projects that the Green Team could participate in as part of the program such as supporting cleanup and reuse of derelict sites, development of greenway trails, community gardens, cleanup and greenspace development along waterways and activities at National Parks;

- c) Develop partnerships with public and private sector agencies and organizations, including workforce development agencies and their partners to support development of the program;
 - d) Plan and implement the GW ATL Green Team and the service learning project activities they would participate in and to recruit the youth participants;
 - e) Develop outreach materials to engage local youth, partners and community members with the Green Team program and materials to recruit youth such as application forms, permission slips and activity waivers drawing on the materials that already exist in the GW network;
 - f) Plan and organize a service learning project with a local National Park in conjunction with the NPS – Groundwork USA Green Team Partnership Program;
 - g) Document the program activities and prepare a report highlighting accomplishments, assessing outcomes and recommending any changes.
4. To support the work of Groundwork Atlanta to engage community members in planning and development activities to clean up and reuse of brownfields and derelict lands for community benefit, including conservation, recreation, economic development and urban agriculture, by accomplishing the following tasks:
- a) Working with the City of Atlanta Department of Planning and the City of Atlanta Brownfield Redevelopment Program, identify the most appropriate site for community engagement and opportunities for GW ATL to conduct programming on the site based on the outcome of the EPA supported Area Wide Planning process. Review site conditions with input from the City and identify the appropriate areas to carry out community programming. Program possibilities include but are not limited to environmental science, community clean ups, urban agriculture, multi-generational programming, food and nutrition hands on educational activity;
 - b) Recruit community partners and volunteers to participate on selected projects and to help develop the programming;
 - c) Develop outreach materials to inform community members about the program and invite their participation;
 - d) Document the activities on the selected brownfield site with pictures and videos.
5. To support the work of GW ATL to improve access to healthy foods in partnership with local agencies and organizations and engage youth and seniors in the neighborhood community gardens network, by accomplishing the following tasks:
- a) Identify and select partners to work with to support community gardening and improve access to healthy foods in the community;
 - b) Work with selected partners to identify priorities related to healthy food access that provide youth engagement opportunities, including but not limited to assisting with the neighborhood food forests; assisting with clean up and maintenance of established community gardens; assisting senior residents in establishing and maintaining personal gardens;
 - c) Prioritize opportunities to develop and improve community gardening and healthy food access. Engage and recruit youth and other community members and train volunteers to participate in neighborhood community gardens and food access projects and programs identified as priorities;
 - d) Develop outreach materials to inform community members about the program and invite their participation
 - e) Document the activities supporting community gardens with pictures and videos.

6. To support the work of GW ATL to create a working partnership with the City of Atlanta Parks Department and local greenspace organizations to develop a plan for greenway trails, by accomplishing the following tasks:
 - a) Identify key community partners responsible for and already engaged in planning for the greenway trails;
 - b) Work with the City and existing partners to identify opportunities for GW ATL to support the planning and development of greenway trails, including developing a timeline for action to move the project forward;
 - c) Work with the City and existing partners to identify opportunities for GW ATL to help engage the community in planning the trails through community meetings and workshops to solicit community feedback.

7. To support the work of GW ATL to clean up and improve access along local waterbodies, such as the Chattahoochee River and Proctor Creek, for residents and visitors in the communities surrounding them, by accomplishing the following tasks:
 - a) Identify and select organizations and agencies to partner with to help improve access to and quality of waterbodies in the communities GW ATL serves;
 - b) Participate in partnership activities to plan and implement improvements to the local waterbodies, identifying projects that GW ATL can take the lead on such as path clearing, removal of invasive plants, arts and cultural activities to engage the community and improving pedestrian access to the corridor from the surrounding neighborhoods;
 - c) Develop opportunities for youth and other community members to participate in as volunteers or members of the GW ATL Green Team;
 - d) Develop outreach materials to inform youth and community members about the program and invite their participation;
 - e) Document the activities undertaken to improve the local waterbodies, improve access and engage community members with pictures and videos.

8. To support the work of GW ATL to develop a website to inform the community about the work of GW ATL and opportunities to get involved in accordance with the national Groundwork website template. Work with GW ATL to implement the standardized Groundwork design template for the GW Atlanta website.

9. To support the work of GW ATL to participate in the Relevance, Equity, Diversity and Inclusion (REDI) Initiative of the Groundwork USA Network, by accomplishing the following tasks
 - a) Identify which of the following REDI activity(s) Groundwork Atlanta has selected to undertake:
 - i. Undertake a professionally facilitated cultural competency training workshop series for their staff and board members; and/or
 - ii. Pursue guided personal and group reflection on, and action planning in response to, a significant REDI issue their Trust faces; and/or
 - iii. Develop and implement a project or programmatic endeavor that incites thoughtful

- exploration and dialogue regarding pertinent REDI issues; and/or
- iv. Build their organizational capacity for assuring a more relevant, equitable, diverse and inclusive Groundwork Trust, and grow staff competency for more effectively developing and delivering projects and programs that are relevant, equitable, diverse and inclusive.
 - b) Assist GW ATL, as needed, to undertake the REDI activity(s) it selected.
 - c) Enable GW Atlanta to share its experience of the REDI activity(s) it undertook with the Groundwork USA Network and provide feedback on how to strengthen the REDI Initiative.
10. To support the work of GW ATL to assess projects, programs, and operations by accomplishing the following tasks:
- a) Organize an operations review with Groundwork USA and GW Atlanta staff and board members in accordance with GW USA Operation Review guidelines to assess development of GW ATL in its first year of operation.
 - b) Plan, organize, and complete a Groundwork Atlanta staff and board member day-long workshop. Topics to be covered include:
 - 1) Findings and recommendations from the operations review with GW USA;
 - 2) Board member and executive director roles and responsibilities in management of the organization;
 - 3) SWOT analysis (strengths, weaknesses, opportunities and threats) of Groundwork's mission and work in Atlanta GA;
 - 4) Developing and prioritizing actions for the staff and board to undertake to address critical issues and opportunities identified as part of the SWOT analysis;
 - 5) Initiate work on a strategic plan to build the capacity of GW Atlanta over the next two years, including a board development plan.
 - c) Document the discussions, findings and recommendations from the one-year operations review and the daylong workshop.
11. To support the work of GW ATL to develop a two-year strategic plan, approved by the GW ATL Board of Directors, for building the capacity of GW ATL, drawing on the findings and recommendation of the operations review with GW USA, by accomplishing by following tasks:
- a) Review the status of Groundwork Atlanta projects, programs and operations;
 - b) Assess upcoming needs and opportunities, building upon the accomplishments to date to develop a GW Atlanta two-year strategic plan to guide development of Groundwork Atlanta, including, but not limited to, operations, staffing, projects, programs, financials, governance, board recruitment, and long-term sustainability;
 - c) Submit the strategic plan to Groundwork USA for review and approval. Groundwork USA will notify the National Park Service of the outcome of that review and approval process.
12. To support the work of Groundwork Atlanta to document all funding, in-kind services, volunteer hours, materials and equipment leveraged by GW ATL for its projects, programs and operations.
13. To maintain a photographic record and list of accomplishments for all projects undertaken by GW Atlanta in accordance with GW USA standards.

14. To submit quarterly narrative progress reports to the National Park Service documenting the work completed on the tasks outlined above and required quarterly financial reports, in accordance with NPS requirements.

B. NPS agrees:

1. That the funding under this Task Agreement may be used to support the work of GW ATL to: undertake the planning and development activities to engage GW ATL in the clean-up and reuse of brownfields and derelict lands for greenspace and other community benefits; plan and develop trails and park improvements and improve access to healthy foods and community gardens; improve community connections with local waterways and water bodies; plan and develop opportunities for the GW ATL Green Team to participate in service learning activities in their communities and in National Parks; develop a GW ATL website and other outreach materials; participate in the Relevance, Equity, Diversity and Inclusion Initiative of the Groundwork USA Network; plan and organize a one-year operations review with GW USA and Board Workshop and develop a two-year strategic plan for building the capacity of GW ATL.
2. To support GW USA and Groundwork Atlanta with the funding from this Agreement to accomplish the tasks of this agreement.
3. To support the work of GW USA to link GW Atlanta with other Groundwork Trusts that can assist with accomplishing the tasks of this agreement.
4. To participate in the work of GW USA and GW Atlanta to accomplish the tasks described, especially the development of greenway trails and improved access to rivers, Green Team Program and activities with National Parks, and assessment of GW ATL projects, programs and operations as part of developing the two-year strategic plan.

ARTICLE IV – TERM OF AGREEMENT

This Task Agreement will become effective on the date of final signature and extend through March 31, 2017.

ARTICLE V – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:
 1. **For the National Park Service:
Agreement Technical Representative:**
Douglas Evans, Manager
Groundwork USA Initiative
Rivers & Trails Program
National Park Service
15 State Street
Boston, MA 02109

Phone: 617-223-5124
Fax: 617-223-5164
E-mail: douglas_evans@nps.gov

Awarding Officer:

Andrew Lubner
National Park Service – WASO Contracting and Procurement Office
12795 W. Alameda Parkway
Lakewood, CO 80228
Telephone: 303-969-2378
Fax: 303- 969-2402
E-mail: andrew_lubner@nps.gov

2. **For Groundwork USA:**

Signatory:

Stephen H. Burrington, Executive Director
Groundwork USA
22 Main Street, 2nd floor Yonkers, NY 10701
(914) 375-2151
Fax (914) 375-2153
steve@groundworkusa.org

Administration:

Anjali T. Chen, National Services Director
Groundwork USA
22 Main Street, 2nd floor Yonkers, NY 10701
(914) 375-2151
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anjali@groundworkusa.org

- B. **Communications** – GW USA will address any communication regarding this Agreement to the ATR with a copy to the Contracting Officer. Communications which relate solely to routine operational matters described in the current work plan may be sent only to the ATR.
- C. **Changes in Key Officials** - Neither the NPS nor GW USA 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 VI – AWARD AND PAYMENT

- A. Financial Assistance: NPS will provide funding to GW USA in an amount not to exceed \$**00.00** for the work described in Article III and in accordance with the approved budget (Attachment A). Any award beyond the current fiscal year is subject to availability of funds.

B. GW USA shall request payment in accordance with the following:

1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's ASAP system.
2. **Requesting Advances.** Requests for advances must be made submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible.
3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
4. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA recipient.
6. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA recipient is determined to be "high risk" or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

ARTICLE VII – REPORTS AND/OR DELIVERABLES

- A. Specific projects or activities within this agreement will be tracked and reported by quarterly submission of a SF-425 Federal Financial Report (FFR) and quarterly submission of a Performance Report. A final SF-425 and Performance Report shall be submitted at the completion of the Agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, 12/31. For final SF-425 and Performance Report, the reporting period end date shall be the end date of the agreement. Interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual and final reports shall be submitted no later than 90 days after the end period date. All reports shall be submitted

via email to the NPS Awarding Officer with a copy to the NPS Agreements Technical Representative via email.

- B. Deliverables to Submit – GW USA and GW Atlanta will submit to the NPS the following deliverables as specified in the Agreement:
1. Report documenting planning and development of the GW ATL Green Team Program, including outreach materials, pictures, descriptions of program activities undertaken in the community and at National Parks, learning curriculum, list of partners and an assessment of the program with recommendations for further development of the Green Team Program.
 2. Report documenting the work of GW ATL to engage the community in activities supporting the clean-up and reuse of a brownfield site in their community, including identification and description of the site, description of activities, outreach materials, list of partners and pictures;
 3. Report documenting the work of GW ATL to support the development of community gardens and access to healthy foods including description of activities, outreach materials, list of partners and pictures;
 4. Report summarizing the partners GW ATL will work with to plan and develop greenway trails and the role(s) GW ATL will have in that partnership.
 5. Report documenting the work of GW ATL to plan and undertake the clean-up and improve access along waterways in the communities they serve including description of activities, outreach materials, list of partners and pictures.
 6. Summary of GW ATL's participation in the REDI Initiative.
 7. Report documenting the discussions, findings and recommendations from the one-year operations review with Groundwork USA and the daylong GW Atlanta Board and staff workshop;
 8. Groundwork Atlanta Two-Year Strategic Plan, approved by the GW ATL Board of Directors and GW USA;
 9. Pictures and videos documenting program activities;
 10. Quarterly Progress Reports that specifically address the progress made towards completing the tasks specified in Article III - Statement of Work of the Task Agreement.

ARTICLE VIII – MODIFICATION AND TERMINATION

This task agreement may be modified at any time, prior to the expiration date, by the mutual concurrence of GW USA and the NPS. Modifications will be in writing, approved and signed by the NPS Awarding Officer and the GW USA signatory official.

ARTICLE IX – ATTACHMENTS

The following documents are attached and made a part of this Task Agreement:

- A. Budget

ARTICLE X - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this task agreement on the date(s) set forth below.

FOR GROUNDWORK USA

Stephen H. Burrington
Executive Director

Date

FOR THE NATIONAL PARK SERVICE

Andrew Lubner
Awarding Officer

Date