

## Coast and Geodetic Survey Act Agreement Checklist

33 U.S.C. § 883e

Is the participating Department operating unit one of the following National Oceanic and Atmospheric Administration (NOAA) line offices?

1.  National Ocean Service,  
Office of Oceanic and Atmospheric Research,  
National Environmental Satellite, Data, and Information Service, or  
National Weather Service

2.  Does the agreement identify the other party to the agreement?

3.  Does the agreement include a unique agreement number?

4.  Do the activities contemplated by the agreement fall programmatically within the scope of 33 U.S.C. §§ 883a, 883b, 883c, and/or 883d, and does the agreement cite the provision(s) that apply?

5.  If the agreement is with another Federal agency, does it cite the “programmatic” authority of that agency to undertake the contemplated activities?

6.  Does the agreement cite 33 U.S.C. § 883e as the authority to enter into the agreement to collaborate with and/or receive funds from the non-NOAA party?

7.  Does the agreement describe the terms and conditions under which the contemplated activities will be completed? In particular:

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- a.  Does the agreement include a clear and specific description of the tasks to be completed and deliverables to be provided?

- b.  Does the agreement state the total amount to be transferred to NOAA?

- c.  Does the agreement state that NOAA will be reimbursed for all actual costs or, if either or both parties will make in-kind contributions towards completion of the project, does the agreement clearly specify what those in-kind contributions will be?

- d.  If NOAA will contribute in-kind towards the completion of the project, has NOAA determined its in-kind contribution represents the amount of benefit NOAA will derive from the project?

- e.  Does the agreement describe the method and frequency of payment to NOAA?
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- f.  If the agreement is with a non-Federal partner, does the agreement include a provision stating that performance by NOAA is subject to the continued availability of funds?

8.  If the agreement is with another Federal agency, does the agreement include the following financial data elements?

	NOAA	Other Agency	
a.	<input type="checkbox"/>	<input type="checkbox"/>	Treasury Account Symbol (TAS)
b.	<input type="checkbox"/>	<input type="checkbox"/>	Business Event Type Code (BETC)
c.	<input type="checkbox"/>	<input type="checkbox"/>	Business Partner Network (BPN) code/Duns and Bradstreet Numbering System (DUNS) Number

9.  Does the agreement include a termination date?

10.  If the agreement is with another Federal agency, is the agreement's period of performance within the period of availability of the funds to be obligated by the other agency? (If not, consult with OGC/Admin).

11.  Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?

12.  Does the agreement contain a provision regarding the payment of early termination costs?

13.  Does the agreement contain a dispute resolution provision that provides for resolution of funding and other disputes?

14.  Does the agreement provide the names and contact information for both administrative/financial and technical/program contacts for each party?

15.  Does the agreement contain signature lines for each party?