

**INSTRUCTIONS  
TASK ORDER  
UNC MASTER AGREEMENT**

- Block 1      Enter the name of the UNC Institution with which the Department will be contracting. (Example: UNC Chapel Hill, NC State University, etc.) Also, enter the Department, School, College and/or Institute within the Institution that will be responsible for the work to be performed. Specify the City and State in which the Institution is located.
- Block 2      Enter the name of the DENR Division on whose behalf the contract will be written. (Example: Division of Water Quality, Division of Parks & Recreation, etc.) Enter the Section and/or Unit within the Division, if appropriate, for whom the work is to be performed. Enter the City and State in which the Division is located.
- Block 3      Provide a descriptive short title for the contract. The title should provide an indication of the type of work to be accomplished.
- Block 4      Provide the source of the funding to be utilized for this contract.
- If state appropriation is being used, key in "state appropriation" as the type.
- If federal funds are being used, provide the name of the federal agency that awarded the funds to DENR, the grant award number, the Catalog of Federal Domestic Assistance (CFDA) number, and title of the federal grant. (A copy of the federal grant award must be attached to the task order).
- If non-federal receipts are being used, specify the type of receipts.
- Block 5      Provide a brief description of the contract, including the purpose of the contract and the general plan of work.
- Block 6      List any Special Terms and Conditions that will apply to this contract. If there are special terms and conditions that are specified in an attachment, i.e., grant award document, specify the location of those requirements. Special Terms and Conditions include definition and disposition of any equipment authorized to be purchased, special invoicing requirements, etc. If additional space is required, check the box at the bottom of the block and continue this information in Block 20.

- Block 7 Provide funding information for this specific task order:
- a. Amount Funded This Action – Specify the amount of DENR funding that is being provided in this specific task order or amendment.
  - b. Previous Task Order Amount – Specify the amount of DENR funding that has been provided previously for this specific task order. New task orders will not have anything to enter on this line.
  - c. New Task Order Total (7a & 7b) – Enter the new total for the Task Order, which will be the sum of line 7a + 7b.
  - d. Required Match This Action – Enter the amount of match required for the DENR funding of this specific action.
  - e. Previous Required Match – Enter the amount of required match for the Previous Task Order Amount. New task orders will not have anything to enter on this line.
  - f. New Total Required Match for Task Order – Enter the new total for required match for the task order. This will be the sum of 7d +7e.
  - g. Start Date – Enter the date on which this task order is to begin. Remember, this date must take into consideration the processing time for your request. Start dates should be at least 30 days after submission of the request.
  - h. End Date – Enter the date on which this task order will terminate. The end date must be after the due date of the last deliverable.

Block 8 Enter the name, e-mail and mailing address, fax and telephone numbers for the University principal investigator of this task order. All information must be completed.

Block 9 Enter the same information for the DENR Contract Administrator.

Block 10 Enter the name of the University Contract Administrator, along with phone and fax numbers, and e-mail and mailing addresses. (This is the address to which task order forms will be mailed for signature). The University maintains a list of approved Contract Administrators for each Institution. The list can be seen by going to the following link:

<http://www.northcarolina.edu/content.php/aa/departments/research/sparc/MASIG.htm>

Then follow the link located under “Master Agreement”, and is the second white diamond entitled “Campus Contact List for UNC Subagreement Cover Sheet” .

- Block 11 Enter the DENR Purchasing Division Authorized Representative.
- Michael G. Bryant,  
Phone – (919) 715-3891 Fax (919) 715-0684  
[Michael.G.Bryant@NCMail.net](mailto:Michael.G.Bryant@NCMail.net)  
1605 Mail Service Center  
Raleigh, NC 27699-1605
- Block 12 Enter the name of the University Fiscal Officer, along with phone and fax numbers and e-mail and mailing addresses. All information must be completed. The University Fiscal Officer in identified on the list identified in Block 10.
- Block 13 Enter the name of the Division Budget Officer, along with phone and fax numbers and e-mail and mailing addresses. All information must be completed.
- Block 14 Enter the address to which payments are to be sent. Be sure to include zip code information. All information must be completed. This information is also on the list identified in Block 10.
- Block 15 Enter the address in DENR to which invoices for services are to be sent. Be sure to include name of individual and complete address. All information must be completed.
- Block 16 Check the appropriate box for defining the invoicing process.
- Choose the Cost Reimbursement option if you are paying for deliverables as they are received and approved, without withholding a specified amount until all deliverables have been received and approved.
- Choose the Fixed Price option if you are paying an agreed upon price in one or multiple installments as work is being accomplished, without regard to actual costs.
- Choose the Unconventional invoicing option if a definite amount is to be withheld until all deliverables are received and approved and/or specific payments are to be made at certain milestones. You will need to define in Block 6 (continued in Block 20, if more space is required) the process to be used.
- Block 17 If the purchase of equipment is to be made with funds under this task order, choose the appropriate disposition of equipment.
- If you are using federal funding, check the regulations to ensure that your selection is allowable.

In most cases, equipment will need to be defined and described in Block 6 - Special Terms and Conditions and continued in Block 20 of the Task Order. The disposition of such equipment must be specified either in the same section or as an appendix to the Task Order.

Block 18 Check the appropriate Appendixes to the Task Order.

All Task Orders will include the Recipient's Proposal. This Proposal should contain sufficient detail to clearly specify the work to be performed, the timeframe, with milestones, in which the work is to be accomplished, and a detailed budget that clearly identifies the allowable expenditures for the project. The line items appearing in the proposal are those which will appear on the invoices, therefore contract administrators must ensure that proposals are sufficiently detailed for a clear understanding of the expenditures allowable. **An individual authorized by the University to commit the University to the project must sign the Recipient's Proposal.** A list is maintained on the University website at:

<http://www.northcarolina.edu/content.php/aa/departments/research/sparc/delegation.htm>

Follow the link under "Approved delegations for Chancellors". Either the Primary or Secondary delegation may sign, but at least one of these individuals must have approved the proposal.

Task Orders being funded with federal funds must append a copy of the federal grant award.

Terms and Conditions that cannot be completely defined in Block 6 and Block 20 should be noted in those boxes and appended to the Task Order.

Any other necessary documents, i.e., maps, etc. should be identified by appendix number and attached to the task order.

Block 19 All required reporting must be identified. The required contents of such reports should be defined, as well as the frequency.

Block 20 Special Terms and Conditions that cannot be completely defined in Block 6 are continued in this block. If additional space is required, an appendix should be prepared, identified in Block 18 and attached to the task order.