

Region 6, U.S. Fish and Wildlife Service
Instructions for Completing the Challenge Cost Share Agreement (CCSA)
Format, Page 1 (Don't forget you have to also complete the Attachemnt)

1. **DOCUMENT CONTROL NUMBER** – Enter the document control number provided by the field stations working with the cooperator(s). Use the following format [6XXXX9JXXX](#) (station org code, fiscal year, J, next number in series).
2. **PURCHASE REQUEST NUMBER** – SKIP – this has already been completed for you (N/A).
3. **TYPE OF AGREEMENT** – SKIP--this entry has been completed for you.
4. **FWS CHALLENGE COST SHARE ADMINISTRATOR** – SKIP--this entry has been completed for you.
5. **COOPERATOR ADMINISTROR** – Enter information, as indicated, for the cooperator.
6. **FWS PROJECT OFFICER** – Enter information of Field Station contact most familiar with, and overseeing the project.
7. **COOPERATOR PROJECT OFFICER** – Enter information, as indicated, for cooperator project officer.
- 8a. **PROGRAM STATUTORY AUTHORITY** – SKIP--this entry has been completed for you.
- 8b. **FUNDING AUTHORITY** – SKIP--this entry has been completed for you.
9. **CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)** – SKIP--this entry has been completed for you.
10. **DUNS AND EIN/TIN** – This only needs to be completed if funding is being reimbursed to, or received from, the cooperator. Dun & Bradstreet Number information and assistance can be found at http://www.grants.gov/applicants/request_duns_number.jsp.
11. **PROJECT PERIOD** – Enter end-date of the period of performance.
12. **TYPE OF COOPERATOR(S)** – Please check one (or more if more than one type of cooperator).
13. **COST SHARE INFORMATION** – Enter the amount of CCS funds and matching value from the cooperator(s) in the appropriate box. Also enter CCS accounting data in this format 6XXXX-126X-C9XX (org code;1261 or 1263;Project Code) – all of this information is contained in the FY 2009 Challenge Cost Share Approved Project List.
14. **PROVISIONS** – SKIP--this entry has been completed for you by the CGS office prior to obtaining signatures of the cooperator(s) and Service officials.
15. **PROJECT TITLE AND BRIEF SUMMARY OF THE PURPOSE AND OBJECTIVES** – Enter title of project and a brief summary.

The following should be completed AFTER Regional Office review of the agreement.

First, the recipient/cooperator signs.

- 16a. **NAME AND TITLE OF SIGNER** – Enter name and title of cooperator.
- 16b. **COOPERATOR SIGNATURE** – Signature of cooperator representative.
- 16c. **DATE SIGNED** – Dated signed by cooperator.

The Region 6, Regional Director Refuges will be the last signature obtained at which time the agreement “official.”

- 17a. **NAME AND TITLE OF FWS OFFICIAL** – SKIP--this entry has been completed for you.
- 17b. **U.S. FISH AND WILDLIFE SERVICE BY** – Signature of Regional Director.
- 17c. **DATE SIGNED** – Date signed by the RD.