



6666 W. Quincy Ave.
Denver, CO 80235-3098

1199 N. Fairfax St., Ste. 900
Alexandria, VA 22314-1445

Project Funding Agreement 0__

Title

“ _ ”

This Project Funding Agreement (hereafter “PFA”) is entered on _____, 20__, (the “Effective Date”) by and among The Water Research Foundation (“WRF”), a Colorado non-profit corporation, whose place of business is located at 6666 W. Quincy Ave., Denver, Colorado 80235, and ____ (“Sub-recipient”), whose principal place of business is located at ____.

WRF has selected said Sub-recipient to receive a research and development grant as more specifically detailed in this PFA. The parties mutually agree as follows:

I. **DEFINITIONS.** The following defined terms shall apply in this PFA:

- A. “Cost Share” the portion of allowable costs that the Sub-recipient, subcontractor or third-party participant funds toward completing the WRF Project. Cost share includes any non-federal cash and non-cash Project funding from the Sub-recipient and subcontractors, and non-federal cash funding from participants. All Cost Share must comply with Code of Federal Regulations 2 CFR Part 200.306.
- B. “Co-Principal Investigator-Co-PI” An individual involved with the Principal Investigator in the scientific development or execution of a Project. A Co-PI typically devotes a specified percentage of time to the Project and is considered "key personnel." but is not a part of the Sub-recipient’s organization. The designation of a Co-PI, if applicable, does not affect the Principal Investigator’s roles and responsibilities as specified in this agreement.
- C. “Educational Purpose” is defined as any non-commercial and non-profit use of Intellectual Property, including, but not limited to, a WRF owned publication or report utilized as a research tool and/or reference, to inform The Water community, water utility personnel, or the public of the outcome of this Project.
- D. “Effective Date” for purposes in this agreement, the Effective Date is the date of the last signature received by WRF.
- E. “Intellectual Property-IP” is all rights to copyrights, trademarks, service marks, patents, trade secrets, know how, and confidential information, including the right to enforce, divest, license, seek registration, prosecute infringers, and commercially or otherwise exploit such rights.

- F. "PAC" is the Project Advisory Committee that consists of independent volunteers selected by WRF to provide technical review, assistance, and/or expertise related to the Project. The number of volunteers to serve on the PAC will be determined by WRF.
- G. "Participating utility" is a utility that provided data or information for the research effort -- not survey respondents or workshop participants
- H. "Party or "Parties" one or more of the participants in this research Project who has an interest in the research outcome.
- I. "Principal Investigator" or "PI" is the Sub-recipient's employee identified in Exhibit B, who is primarily responsible for ensuring that all terms and conditions of this PFA are met and to whom WRF shall give all notices intended for the Sub-recipient.
- J. "Project" is the work to be completed by the Sub-recipient, as described more specifically in the Project Proposal attached hereto as Exhibit A.
- K. "Project (Award) Funds" is the aggregate maximum amount of cash award which WRF agrees to provide to Sub-recipient to fund its performance of the Project pursuant to this PFA.
- L. "Project Coordinator" is the WRF staff member who assists a Research Manager with monitoring Project contractual agreements to assure effective delivery of research, fiscal accountability, compliance with contract provisions, and compliance with federal administrative and financial requirements.
- M. "Project Proposal" is the final and written description of the Project as described in Exhibit A, to be undertaken by Sub-recipient for which the Project Funds is granted and performance is required and monitored pursuant to this PFA.
- N. "Proposal Guidelines" is WRF's written guidelines, currently maintained at <http://waterrf.org/funding/ProposalDocuments/GuidelinesForFocusAreaProgramProposals.pdf> which the procedures, criteria and requirements for eligibility, proposal, performance, administration, reporting, and other matters governing the proposal of and performance of the Project are set forth. The Proposal Guidelines were provided to the Sub-recipient prior to its submission of a Project Proposal, and its terms and requirements are incorporated in this PFA by this reference. The terms "Deliverable", "Periodic Report", "Draft Report", and "Final Report" appearing in this PFA shall have the definitions, and be governed by the requirements applicable thereto, as set forth in the Proposal Guidelines.
- O. "Research Manager" is the WRF staff member whose responsibility is to manage the development, research, and technology related to the Project in coordination with the Principal Investigator to ensure the effective delivery of all related research.
- P. "Reports" are the Periodic Reports, Draft Report, and/or Final Report, individually or collectively.
- Q. "Subcontractor" is any individual or entity identified by Sub-recipient in the Project Proposal as assisting in the performance of the Project under this PFA.

- R. “Sub-recipient” is the awarded entity that performs the substantive, programmatic work or an important or significant portion of the Project.
- S. “Subject Data” shall mean all non-patented original and raw research data, notes, computer programs, writings, sounds recordings, pictorial reproductions, drawings or other graphical representations and works of any similar nature originated by the Sub-recipient in performance of this PFA, but specifically excluding WRF Intellectual Property or Sub-recipient Intellectual Property as defined within this PFA. Subject Data also excludes financial reports, costs, receipts, analysis, and similar information incidental to contract administration.
- T. “Work Product” is copyrightable works of authorship created by or on behalf of the Sub-recipient or its Subcontractors during performing under this PFA or the Project, including, without limitation, the Scope of Work, all Deliverables, Periodic Reports, Draft Reports, the Final Report, all interim drafts of the foregoing, and any computer software and related documentation developed under the Project. See Exhibit B for specific dates.

II. GENERAL OBLIGATIONS OF THE PARTIES

A. The Sub-recipient.

1. The Sub-recipient agrees to complete the research, prepare written Reports, deliver the Deliverables to WRF, and perform such other functions, all in accordance with the schedules and other requirements set forth in the Exhibits and this PFA. The Sub-recipient shall itself, and shall require all its Subcontractors to, perform the Project and all other activities related thereto in full compliance with all laws, regulations, ordinances, and other requirements governing them.
2. Sub-recipient may not use Project Funds received under this PFA as a match or cost-sharing vehicle to secure U.S. Federal monies or money from any other sources, unless otherwise expressly stated and fully disclosed in the Project Proposal. The Sub-recipient may not use any portion of the Project Funds for any purpose other than as detailed in the Project Proposal, and as is necessary to perform the Project.
3. All disbursements of Project Funds will be paid directly to Sub-recipient. Sub-recipient shall remain solely responsible for payment of its Subcontractors, and for procurement of all equipment, materials, and other resources necessary for performance of the Project hereunder.
4. Focus Area Annual Research Summit <remove section if not FA funded>
Projects that are funded with the WRF’s Focus Area funds are required to participate in the Focus Area Annual Research Summit. The Summit brings together focus area Technical Advisory Committee (TAC) members, Focus Area Council (FAC) members, and Project PIs on an annual basis to review the technical progress and results of Projects funded within an individual focus area. The summits may also include researchers for Projects that are related to the Focus Area, but not funded by Focus Area funds. Focus area research summits are held on

an annual basis via web conference and are usually held in the fall or winter. PIs for Projects funded under a particular focus area will be required to present Project information at the Focus Area Annual Research Summit every year. Researchers should include time and resources in the proposal budget to cover the creation and presentation of a 15-30-minute presentation, to be given via webcast, on an annual basis for the duration of the Project period.

- B. WRF.** WRF will disburse the Project Funds to the Sub-recipient as detailed in this PFA and Exhibit C. WRF's disbursement of the Project Funds may further be subject to the WRF's receipt of its own funding from appropriate sources.

III. DISBURSEMENT OF PROJECT FUNDS

- A. Advance Payment.** All payments of the Project Funds will be disbursed by WRF directly to the Sub-recipient. The Project Funds was determined based on the budget submitted by the Sub-recipient, and set forth in Exhibit C. The Project Funds is a "not to exceed" amount and no payments in excess of such amount are authorized or required. Following the Effective Date, WRF will advance to the Sub-recipient 10% of the Project Award Funds (see III.3.a. below). All subsequent disbursements of the Project Funds shall be governed by the requirements described in Section III.B below and in Exhibit C.

B. Invoicing and Payments.

1. Beginning three (3) months after the Effective Date, and every three (3) months thereafter during the term of this PFA, Sub-recipient shall submit to WRF a detailed invoice itemizing the expenses incurred in the three (3) months prior to the invoice date by the Sub-recipient in the performance of the Project, and identifying all Cost Share and third party in-kind contributions as well as the contributing parties. The invoice shall be sent to the Project Coordinator identified in Exhibit B WRF Key Contacts.
2. Each invoice should be displayed per the budget line items in Exhibit A. All invoices must be submitted using the form attached in Exhibit D, must be on the Sub-recipient's letterhead, and must be accurate and signed under penalty of perjury. Only out of pocket costs and expenses incurred by the Sub-recipient may be invoiced under this PFA. All invoices reflecting out of pocket costs must be accompanied by copies of original receipts for the invoiced costs.
3. WRF will disburse Project Funds conditioned upon the Sub-recipient timely submitting Reports. No portion of the Project Funds will be disbursed by WRF unless and until WRF ***receives*** and ***accepts*** each corresponding invoice and Report. If the invoices and Reports are accepted, the Sub-recipient will be paid as follows:
 - (a) The ten percent (10%) advance payment must be shown on all invoices, including the final invoice, as an advance payment received by Sub-recipient. Subject to the hold back provision below, invoices will be paid to the extent actual costs incurred exceed the advance payment.
 - (b) Regardless of the actual amounts invoiced, WRF will at all times during this PFA hold back twenty percent (20%) of the Project Funds and will only disburse same as follows:

Ten percent (10%) of the Project Funds will be disbursed to the Sub-recipient when WRF receives and accepts the Draft Report. The remaining held back ten percent (10%) of the Project Funds will be disbursed to the Sub-recipient after the Sub-recipient has completely and adequately responded to editor queries on the Final Report, has made all revisions reasonably requested by WRF to finalize the Final Report, submitted a final invoice, and Exhibit E – Assignment of Copyright (if applicable).

c) No conditions, notations, acknowledgements, comments, or terms other than the items required to be included and itemized on the Sub-recipient's invoice shall be binding on WRF.

(d) WRF may deduct amounts or withhold payments invoiced by the Sub-recipient if the Sub-recipient fails to comply with any WRF standard and/or Federal Uniform Administrative Requirements of the Sub-recipient's cognitive agency.

IV. COMPLIANCE MONITORING

A. Financial Management System. The Sub-recipient shall maintain an accounting system and accurate and complete accounting records that, at a minimum but without limitation, allow for the identification, tracking, and verification of costs, expenses, Cost Share, in-kind contributions, invoiced items, and funding received, all in a manner that is segregated and allocable solely to performance of the Project. All costs incurred must be supported by original receipts and be made available to WRF upon request.

B. U.S. Federal Administrative, Cost and Audit Requirements. The Sub-recipient represents and warrants that the budget disclosures included in the Project Proposal and presented to WRF were prepared by Sub-recipient in full compliance with WRF Guidelines and all relevant U.S. laws, regulations and agreement terms and conditions related to U.S. Federal Financial Assistance including, but not limited to, 2 CFR 200 [U.S. Code of Federal Regulations Title 2 (Grants and Agreements) Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (a/k/a/ Uniform Grants Guidance or UGG)]. Cost Principles specifically applicable for awards to for-profit organizations are set forth in the Federal Acquisition Regulations System (FARS, at 48 CFR 31.2) to determine allowable costs under WRF Project funding agreements. Sub-recipient shall throughout the Project, and in the preparation of every invoice, report, and maintenance of its accounting system, remain in compliance with the above regulations it shall be Sub-recipient's obligation to determine and comply with its governing cost principles and to ensure all of its Subcontractors' invoices are equally in compliance with these requirements.

C. Indirect Costs and Allocation of Costs:

If the Sub-recipient proposes to invoice for indirect costs, substantiation of those charges must be in compliance with the WRF's "Focus Area Proposal Guidelines," which include compliance with the applicable cost principles referenced in Section IV.B.

D. Record Retention. Sub-recipient shall retain all original books, receipts, and records pertinent to this PFA and the Project for at least three (3) years from the termination of this PFA.

E. Quality Assurance Project Plan:

1. Accuracy of Testing/Quality Assurance: The Sub-recipient shall use its best efforts to ensure that all data and test results developed during this PFA and included, or relied upon, in the Final Report are accurate to the best of its knowledge, information, and belief. Since this is a federally funded Project, a written quality assurance Project plan (QAPP) will be submitted to WRF before data collection and analysis begins in accordance with Exhibit B. The QAPP will conform to the manual for writing quality assurance plans EPA/240/B-01/003, which was enacted March 1, 2001. For EPA QAPP updates see: <http://www.epa.gov/QUALITY/qapps.html>. The QAPP must be approved before any data collection and analysis begins on this Project. In the event the Sub-recipient obtains any data, test results, information derived from such data or test results, or other information to be included in the Project from water utilities or any Subcontractor, the Sub-recipient will utilize reasonable and customary efforts to ensure the accuracy of the information obtained.

F. Authorizing Statutes and Regulations

1. For each U.S., Federal grant program there are applicable Federal statutes and/or codified Federal program regulations and applicable administrative and policy rules that WRF is authorized and obligated to implement as the Pass-Through-Entity (PTE) for which Sub-recipient is also solely responsible and which are hereby included by this reference in this PFA whether or not specifically referenced herein. This information is to be used by the Sub-recipient to determine the manner in which the work is performed under this PFA.
2. The Sub-recipient is solely responsible for obtaining, reviewing and understanding all federal rules, regulations and statutes applicable to federal funding and this Project, which federal rules, regulations and statutes are hereby included by this reference in this PFA. <http://www.gpoaccess.gov/cfr/index.html>.
3. In accordance with the US Federal funding for this Project, the Sub-recipient must report any and all survey costs related to this Project with each reimbursement request submitted to WRF (See Exhibit D). In order to comply with the "Paperwork Reduction Act of 1995", all survey costs will be disbursed from WRF funds. <http://www.archives.gov/federal-register/laws/paperwork-reduction>.

G. Audit and Monitoring.

1. The Sub-recipient's use of the Project Funds under this PFA shall be in compliance with 2 CFR 200, including Subpart F, Audit Requirements, and may be audited by WRF and its designee. Furthermore, WRF, itself and through a designee, to visit the Sub-recipient premises to observe, review, and monitor the Sub-recipient's performance of the Project, as well as its application and use of the Project Funds. Accordingly, following a two (2) business day prior notice from WRF, the Sub-recipient shall provide WRF and its designee access to its premises, technical staff, supervisors, knowledgeable personnel, computer systems and databases, assistance, original documents, including those required to be maintained under this PFA, and any information related to the Sub-recipient's use of the Project Funds and performance under this PFA, to enable WRF's audit and monitoring. WRF's audit rights shall survive termination of this PFA by three (3) years. The cost of the audit shall be borne by Sub-recipient.

2. WRF will keep any of Sub-recipient's proprietary financial, technical and/or scientific proposal information reviewed under this Section in confidence provided that such material is appropriately marked as "Confidential," was not already generally known to the public, is not required to be disclosed as a result of a legal proceeding, or applicable legal requirement, and was not already known to WRF or others without a confidentiality obligation.
3. Any deficiencies or non-compliance in Sub-recipient's systems, procedures, record keeping, finances, and performance of other obligations under this PFA discovered in the audit, review or monitoring process, or discovered otherwise, may, at WRF's option, require Sub-recipient to take corrective action that has been detailed by the Sub-recipient and approved by WRF for the Sub-recipient to remedy the deficiency or noncompliance, or may result in WRF exercising its termination rights under Section VII below.
4. If WRF approves of the Sub-recipient's proposed corrective action plan, in connection with such approval it may require the Sub-recipient to submit additional periodic written verification that the corrective action plan has been implemented and continues to correct the targeted deficiencies and noncompliance. If the approved corrective action fails to correct the deficiencies within the time set by WRF in its sole discretion, WRF may exercise its termination rights under Section VII.
5. Nothing herein obligates WRF to accept or approve a corrective action or to forbear from exercising its right to terminate this PFA. WRF's right to termination shall be in addition to all other rights and remedies available to it at law or in equity.

V. PROCUREMENT STANDARDS

- A. Procurement Standards. It is an express requirement under the Proposal Guidelines and this PFA that the Sub-recipient remain in compliance with the U.S. Federal standards for procurement under 2 CFR 200 Subpart D, Procurement Standards. These standards govern procedures for procurement of supplies, equipment, and other services, including Subcontractors for which cost is incurred in whole or in part under this PFA. These standards include but are not limited to the following:
 1. Sub-recipient procurement policies must adhere to the Uniform Grants Guidance;
 2. Sub-recipient shall maintain and enforce with its officers, employees, and agents (including Subcontractors) a code of conduct designed to enhance goodwill, ethics, and compliance with laws while performing under this PFA;
 3. Subcontractor shall conduct all procurement transactions in a manner that maximizes open and free competition and in compliance with the restrictions and limitations in this PFA;
 4. Sub-recipient shall ensure that its Subcontractors comply with the requirements and restrictions in this Section and in this PFA generally; and
 5. Sub-recipient shall notify WRF, within two (2) months of the Project start date pursuant to the schedule detailed in Exhibit B, of all Subcontractor agreements executed between the Sub-recipient and the Subcontractors identified in the Project Proposal.

VI. IP RIGHTS AND PUBLICATION

A. Work Product.

1. WRF shall own all worldwide copyrights in all the Work Product including the Scope of Work. All Periodic Reports, all Draft Reports, the Final Report, and all drafts of these works and reports. Sub-recipient shall and hereby does assign exclusively to WRF all right, title, and interest in and to the Work Product and the copyrights embodied therein, and subject to provisions of 2 CFR 200 Subpart D, Property Standards, Intangible Property (200.315); and 37 CFR 401 which are made part of this PFA by reference except where superseded by this Section VI or the U.S. Federal Grant Agreement. The Sub-recipient may use without restrictions all data from the Work Product such as innovations, creations, processes, designs, methods, formulas, plans, technical data, and specifications. The use of this Intellectual Property will not be utilized by the Sub-recipient or Co-funder, if applicable, before WRF has released the final Work Product.
1. Distribution Permission. Upon request, WRF will provide the Sub-recipient with five (5) hardcopies of the Final Report and a PDF. If the Final Report is published in a PDF format only, the Sub-recipient will receive the Final Report in PDF format. The Work Product may not be copied, published, adapted, posted on an intranet or website, or disclosed in any manner by the Sub-recipient, any Subcontractor or other third party except with WRF's prior written approval. WRF granting permission will not be unreasonably withheld. The Sub-recipient shall utilize the WRF's Material Use Permission Request Form located at <http://www.waterrf.org//funding/Pages/Project-report-guidelines.aspx> for securing the foregoing required permission for WRF.
2. The permission request process enables WRF to confirm accuracy of data distribution, and if needed, redact any specific subscriber, utility, academic institution, or other contributing party's information to the Project to ensure the parties confidential information.
3. WRF hereby grants the Sub-recipient a royalty free, perpetual, irrevocable, world-wide, nonexclusive license, without the requirement for any accounting, to utilize WRF's Intellectual Property for securing the foregoing required permission for WRF.
4. Upon request, WRF will provide the Sub-recipient with five (5) hardcopies of the Final Report and a PDF. If the Final Report is published in a PDF format only, the Sub-recipient will receive the Final Report in PDF format. The Work Product may not be copied, published, adapted, posted on an intranet or website, or disclosed in any manner by the Sub-recipient, any Subcontractor or other third party except with the WRF's prior written approval. The Sub-recipient shall utilize the WRF's Material Use Permission Request Form located at <http://www.waterrf.org//funding/Pages/Project-report-guidelines.aspx> for securing the foregoing required permission for WRF.
3. WRF PI and Co-PI Intellectual Property Guidelines are available at: <http://www.waterrf.org/funding/ProjectReportGuidelines/IntellectualPropertyGuidelinesforPIsandco-PIs.pdf>.

4. PI guidelines for Periodic Report Format/Content and Preparation of Research Reports are available at:
<http://www.waterrf.org/funding/Pages/Project-report-guidelines.aspx>.
5. In-kind confirmation utility letters - In accordance with this agreement, the PI is required to distribute and submit letters for each participating utility confirming that they have been made aware of the nature of the cooperative relationship and have reviewed all applicable data, information, and results. These letters must be signed by a representative of the participating utility and submitted to the RM and PC identified in Exhibit B WRF Key Contacts (use Exhibit F).
6. The Sub-recipient hereby grants WRF a fully paid up, royalty free, perpetual, irrevocable, world-wide, non-exclusive license, with the right to grant sublicenses, to utilize the Inventions and Preexisting IP for education or other non-profit purposes.

B. Inventions and Patents.

1. All proprietary or patentable ideas, devices, methods, formulations, designs, and other inventions developed or conceived by or on behalf of the Sub-recipient in the course of performing under the Project, including, but not limited to, the right to apply for patent protection thereon (collectively, “Inventions”), shall remain the property of the Sub-recipient.
2. If the Sub-recipient decides to abandon its rights to the Inventions, or not to seek patent protection on its Inventions, or to abandon any pending patent application or patent issued on the Inventions, Sub-recipient shall notify WRF of the same and promptly assign all rights in the abandoned Inventions to WRF at its request in the event WRF decides to seek a patent.
3. Sub-recipient shall not withhold any information on or descriptions of Inventions, whether or not patentable, from Work Products or any Report. The Sub-recipient’s rights in Inventions shall not limit, delay, restrict, or in any other manner interfere with WRF’s right to own, publish, and exercise all other copyrights in the Work Product. If information contained in the Work Product owned by WRF is and is treated by the Sub-recipient as confidential information and/or trade secrets, the Sub-recipient shall be solely responsible for marking confidential portions of the Work Product as such, and may request that WRF reasonably delay, but in no event by more than one month, publication of a Work Product in order to allow the Sub-recipient to apply for patent protection on Inventions described in the Work Product.
4. All IP rights that were owned and developed by the Sub-recipient or third parties prior to the Effective Date and outside the scope of the Project (collectively, “Preexisting IP”), and which the Sub-recipient will use in the performance of the Project, or incorporate in whole or in part into any Deliverables, has been fully disclosed and identified by the Sub-recipient in the Project Proposal. The Sub-recipient represents and warrants that all Preexisting IP is used with full authorization and permission from its respective owner, and copies of such permissions and licenses shall be provided to WRF by the Effective Date. The Sub-recipient shall obtain all appropriate permissions on WRF’s behalf to the extent necessary to enable WRF to exercise its

ownership and publication rights in the Work Product, including the Final Report, such right shall be transferable, sublicense able, and shall not be subject to any payment or other obligation on the part of WRF. Such agreements to procure rights for WRF shall be subject to WRF's prior approval, in its sole discretion.

5. The Sub-recipient hereby grants WRF a fully paid-up, royalty free, perpetual, irrevocable, world-wide, nonexclusive license, with the right to grant sublicenses, to utilize the Inventions and Preexisting IP for educational or other non-profit purposes.

C. Publication. As the owner of Work Product, all rights to publish, distribute, publicly perform, and publicly present the Reports belong solely to WRF. Sub-recipient may publish or present based on the Work Product, in whole or in part, and only with the prior written permission of WRF, which may be withheld or conditioned at WRF's sole discretion. Any such request for permission from WRF must be made to WRF at least three (3) weeks prior to the requesting party's proposed date of publication or presentation based on any portion of the Work Product, and the request must be accompanied by copies of the proposed publication or presentation material. Every presentation shall also include: (a) WRF logo and, if required by the Cooperative Agreement the EPA logo. All copies of or presentations based on the work Product authorized to be made by WRF shall furthermore conspicuously display the following notice:

Source: Author, Title of The Water Research Foundation Work

Copyright [year of publication]

The Water Research Foundation Reproduced with permission

D. Participating Utility Review: The PI shall, with each participating utility, (a) grant the participating utility the right to review the Project's use and conclusions concerning that organization's data and/or test results, and (b) provide the participating utility with the reasonable opportunity to correct, or if correction will take an unreasonably long time, to respond to any problems or difficulties uncovered by the data, information, or test results, all of which must occur prior to the publication or use of such information. This provision shall apply to each water utility participating in any manner with the Project, including, but not limited to, providing services, data, materials for testing, test results, and/or documentation. If the PI has made reasonable efforts but is not able to obtain confirmation from each participating utility, the Principal Investigator may submit documentation to this fact and further state that the participating utility was provided reasonable opportunity to correct or respond to any problems or difficulties as stated above.

E. Student Thesis: In the event a college or graduate student is a part of Sub-recipient work on the Project contemplated by this PFA, and that student completes a thesis, dissertation, or report relating to this Project, solely for Educational Purposes, the student may utilize Subject Data, and/or WRF Intellectual Property.

F. Acknowledgement. Any public presentation or publication by the Sub-recipient, including a student writing a thesis, dissertation, or report, based on the Inventions or any portion of the Work Product, if permitted by WRF, shall include a statement substantially as follows: “[*Sub-recipient*]

gratefully acknowledges that The Water Research Foundation are funders of certain technical information upon which this publication [manuscript] [presentation] is based. [Sub-recipient] thanks The Water Research Foundation, for their financial, technical, and administrative assistance in funding the Project through which this information was discovered.”

“The research on which this report is based was also funded, in part by _____ {insert EPA grant number as it appears in Exhibit C} with the Environmental Protection Agency (EPA). Unless an EPA logo appears on the cover, this report is a publication of The Water Research Foundation (WRF), not the EPA. Funds awarded under the Cooperative Agreement cited above were not used for editorial services, reproduction, printing, or distribution.

“This document is for informational purposes only. Mention of trade names or commercial products does not constitute WRF or EPA endorsement or recommendations for use. Similarly, omission of products or trade names indicates nothing concerning WRF’s or the EPA’s positions regarding product effectiveness or applicability.”

- G. Return of IP.** The Sub-recipient shall provide to WRF legible copies of all Work Product (including source and object code of any computer software program) and all Inventions abandoned by the Sub-recipient, and shall furthermore provide to WRF legible copies of all Preexisting IP, all within thirty (30) days of any party’s delivery of a notice of termination hereunder, whether or not a cure period is provided. Further, at the same time, Sub-recipient shall provide copies and originals in whatever medium and format is reasonably designated by WRF. No further payments will be made unless the Sub-recipient fully complies with the foregoing requirements.
- H. Originality.** The Sub-recipient represents, warrants, and covenants that it, and its Subcontractors, are the sole creator(s) and originator(s) of all Work Product, Inventions, and Preexisting IP; none of those rights have been bargained, sold, encumbered, licensed or otherwise transferred to any other party in a manner that would limit or interfere with the requirements and covenants of the Sub-recipient under this PFA. Further, the Sub-recipient shall ensure that no portion of this Project, including any portion completed by Subcontractors, infringes upon the IP rights of any other person or entity or violates the common law or statutory right, title, or interest of any person or entity. The Sub-recipient, shall execute and deliver to WRF, and shall cause its Subcontractors and agents to execute and deliver to WRF, all documents and instruments reasonably requested by WRF, including, without limitation, the Assignment of Copyright attached hereto as Exhibit E, to further evidence or memorialize the assignment of rights to WRF set forth in this PFA.
- I. Trade Secrets.** In accordance with the Defend Trade Secrets Act of 2016, Trade Secrets have previously been protected by state laws in the U.S. This bill amends the Economic Espionage Act of 1996 to permit a private federal civil action for misappropriation of a trade secret that is “related to a product or service used in, or intended for use in, interstate or foreign commerce.” For further information, go to: <https://www.congress.gov/bill/114th-congress/senate-bill/1890/text>.

VII. TERM AND TERMINATION

- A. Term.** This PFA is effective as of the Effective Date, and shall continue for the duration of the Project, ending on WRF’s delivery to the Sub-recipient of the final disbursement of the Project Funds in accordance with Section III.B above, and as further specified in Exhibit C. This PFA may be terminated earlier for the following reasons:

1. WRF may terminate this PFA by written notice to the Sub-recipient at any time in the event of a breach of this PFA or any requirements of or timelines in the Project by the Sub-recipient or its agents following Sub-recipient's receipt of WRF's notice of breach.
2. WRF may terminate this PFA effective immediately by written notice to the Sub-recipient in the event WRF after consultation with the PAC reasonably determines that the Project is no longer feasible or its performance desired, or that if Sub-recipient is not likely to complete the requirements of the Project on time.
3. Upon receipt of any written notice of termination, the Sub-recipient shall cease all work associated with this PFA as of the date of receipt of the notice, but shall continue to prepare whatever reports, accounting statements, and invoices that are necessary to support receipt of any payments and deliver existing Work Product as required under the PFA.
4. If the Sub-recipient, after reasonable consultation with WRF and sufficient exploration of other options and possible mutual agreements to amend this PFA, determines that circumstances beyond its control prevent it from continuing the Project, the Sub-recipient may terminate this PFA at any time by written notice to WRF.
5. Any change in legal requirements or entitlements which materially alter Sub-recipient's performance under this PFA, or any change in the availability of funds to WRF, shall warrant good faith renegotiation of the provisions of this PFA impacted by such change. If the parties cannot agree to an amendment to this PFA, at WRF's option the Sub-recipient's performance of the Project may be suspended, or this PFA may be terminated effective immediately by WRF's written notice.
6. If termination occurs under this Section, the Sub-recipient shall prepare and submit to WRF a final invoice and accounting of expended and non-cancellable funds as of the date of receipt of the notice of termination. Any portion of the Project Funds that was prepaid to the Sub-recipient but which remains unspent shall be returned to WRF with the final invoice. WRF shall pay any amount owed under the final invoice, if reasonably accepted by WRF. The Sub-recipient shall be entitled to compensation for all satisfactory and authorized work completed as of the termination date, provided that all Work Product corresponding to the invoiced amounts have been delivered to WRF, and further provided that funds are available (i.e., subject to any reduction in granted funds as stated above).

VIII. DISPUTE RESOLUTION

In the event of a dispute between WRF and the Sub-recipient arising under this PFA, such dispute shall be resolved by binding arbitration conducted in accordance with the then effective rules of expedited commercial arbitration of the American Arbitration Association ("AAA") in Denver, Colorado U.S.A. There shall be one Arbitrator selected in accordance with such rules. The Arbitrator shall have subpoena powers. Any final binding determination issued by the Arbitrator shall be in writing within thirty (30) days of the final mediation session. Such written decision may be enforced in any court having proper jurisdiction. Notwithstanding the foregoing, WRF shall be entitled to seek redress in court without the need to arbitrate in order to seek injunctive relief to enforce its IP rights.

IX. STANDARD TERMS AND CONDITIONS

- A. Survival.** All terms which by their nature and intent are required to be performed after termination of this PFA shall survive to the extent necessary to enable their fulfillment.
- B. Quality Assurance.** The Sub-recipient shall use its best efforts to ensure that all data and test results developed during the course of this PFA and included, or relied upon, in the Final Report are accurate to the best of its knowledge, information, and belief. In the event the Sub-recipient obtains any data, test results, information derived from such data or test results, or other information to be included in the Project from water utilities or any Subcontractor, the Sub-recipient will utilize reasonable and customary efforts to ensure the accuracy of the information obtained.
- C. Standard of Performance.** At all times, all obligations performed by the Sub-recipient or by any Subcontractors pursuant to this PFA shall be performed in a manner consistent with or exceeding the professional standards governing such activities. Further, the Sub-recipient shall be responsible for, and shall hold harmless and indemnify WRF, all other co-funders of the Project, and their respective officers, directors, affiliated organizations, employees, agents, volunteers, and publisher, if any, from any and all liability, obligation, damage, loss, cost, claim, lawsuit, cause of action, or demand whatsoever of any kind or nature, including, but not limited to, attorneys' fees and costs, arising from (i) any actions taken by, or omissions of, the Sub-recipient, its officers, directors, Subcontractors, employees independent contractors, agents, or other related entities or individuals, (ii) any use or misuse of IP claimed to be owned by another, or (iii) any breach of this PFA by the Sub-recipient.
- D. Governmental Entities.** If the Sub-recipient or any Subcontractor is a governmental or quasi-governmental entity that is by law prohibited from indemnifying others, Section IX.C is modified to the extent that will impose the maximum available liability and responsibility on Sub-recipient. Sub-recipient shall require all parties involved in the performance of this PFA that are not prohibited from indemnifying others to so indemnify WRF through a written agreement acceptable to WRF.
- E. Insurance.** The Sub-recipient shall maintain a financially sound program of self-insurance or commercially purchased liability insurance covering unfair competition claims and all reckless, intentional, knowing, and negligent actions or omissions of any and all of Sub-recipient's officers, directors, employees, agents, and independent contractors and/or Subcontractors in the amount of one million dollars (\$1,000,000.00). Proof of such insurance shall be presented to WRF pursuant to the schedule detailed by Exhibit B. The proof of insurance document shall clearly specify the Project by number and title on the insurance certificate.
- F. Worker's Compensation.** The Sub-recipient and all Subcontractors shall maintain Worker's Compensation Insurance which complies with the applicable state laws. Proof of such insurance shall be presented to WRF pursuant to the schedule detailed by Exhibit B.
- G. Authority.** The individuals executing this PFA on behalf of their respective parties hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this PFA on behalf of the entity for which they sign below.

H. Modifications: No provision, requirement, or term of this PFA may be modified, supplemented or amended, nor may it be waived or discharged, except in writing, signed by all parties. A written waiver of a breach of one provision in this PFA shall not operate as a waiver of a subsequent breach of the same provision.

1. Examples of items requiring WRF's prior written approval include, but are not limited to, the following:

- Deviations from the Project plan.
- Change in scope or objective of the Project.
- Change in a key person specified in the application.
- The absence for more than three months or a 25% reduction in time by the principal investigator.
- Need for additional funding.
- Inclusion of costs that require prior approvals as outlined in the Uniform Grants Guidance and 48 CFR 31.2, as applicable.
- Any changes in budget line item(s) as described in Exhibit A of greater than ten percent (10%) of the total.

I. No Assignment. The Sub-recipient shall not assign this PFA in whole or in part, including by operation of law, merger, reorganization, or change in ownership or control. Any unauthorized assignments shall be void.

J. Sub-Contracting: The Sub-recipient may only utilize Subcontractors under this PFA that have been disclosed in the Project Proposal and are pre-approved by WRF.

1. Sub-recipient shall require any and all Subcontractors to comply with all applicable and material terms of this PFA prior to working on the Project in any manner. All obligations of the Sub-recipient apply equally to the Subcontractor(s). Sub-recipient shall at all times remain primarily responsible and liable to WRF for the acts and omissions and performance of this PFA by its Subcontractors, and their respective agents, employees, officers, directors, affiliates, and other representatives.
2. Payment for services of any and all Subcontractors shall be the Sub-recipient's sole obligation and responsibility applies equally to the Subcontractor(s). The Sub-recipient hereby indemnifies and holds WRF harmless for any liability concerning such payment. In furtherance of the foregoing, and to safeguard WRF if Sub-recipient or any Subcontractors is legally prohibited from indemnifying others, Sub-recipient shall in all its Subcontractor agreements specify that WRF and its co-funders shall have no liability or obligation to the Subcontractor, and that the Subcontractor agrees to look solely to the Sub-recipient for payment and enforcement of its rights under its agreement with the Sub-recipient.
3. Subcontractor shall conduct all procurement transactions in a manner that maximizes open and free competition.

4. Sub-recipient shall notify WRF, within two (2) months of the Project start date pursuant to the schedule detailed in Exhibit B, that all Subcontractor agreements have been executed between the Sub-recipient and any Subcontractors set forth in the Project Proposal. Sub-recipient shall provide WRF a copy of the full Subcontractor agreement upon WRF's request. Email notification should be sent to Christine Conville, WRF Contracts Manager, Email: cconville@WaterRF.org.
- K. Integration.** This PFA, including all attachments hereto and the documents and requirements referenced herein, contains the entire understanding between the parties relating to this PFA. This PFA supersedes all prior and contemporaneous understandings, representations, negotiations, and agreements between the parties whether written or oral. In the event of a conflict between the terms of an Exhibit or other document referenced herein and this PFA, the terms of this PFA shall control.
- L. Severability.** The provisions of this PFA shall be severable, and the invalidity, illegality or unenforceability of any provision of this PFA shall not affect the validity or enforceability of any other provisions. If any provision of this PFA is found to be invalid, illegal, or unenforceable, such provision shall be modified to the extent necessary to render it enforceable, and as modified, this PFA shall remain in full force and effect.
- M. WRF Right of Approval.** WRF shall have the right, in their sole discretion, to refuse to permit any employee of the Sub-recipient, or employee of an approved agent, assignee, or subcontractor of the Sub-recipient, to be located at a WRF work location, or to provide services to WRF pursuant to this PFA.
- N. Notices.** Any notice, request, demand, or communication required or allowed under this PFA shall be sent in writing to the addresses and contact information for the parties set forth in Exhibit B, and shall be deemed sufficiently given upon delivery, if delivered by hand (signed receipt obtained), or three (3) days after posting if properly addressed and sent certified mail return receipt requested, or upon receipt if sent via facsimile or email, if delivery can be confirmed by the sender. Notwithstanding the foregoing, if any Amendments are required in the future for revisions to this Agreement or the Exhibits the Sub-recipient will be the only signor required. Notices shall become effective on the date of receipt or the date specified within the notice, whichever comes later.
- O. Captions for Convenience.** All captions, fonts, underlining, or footers used in this PFA are for convenience only and shall have no meaning in the interpretation or effect of this PFA.
- P. Construction.** This PFA, and any and all amendments to it, shall not be construed against the drafter.
- Q. Force Majeure.** None of the parties hereto will be liable for damages for any delay or default in performance during the term hereof if such delay or default is caused by conditions beyond its control, including, but not limited to, acts of God, Government restrictions, continuing domestic or international problems such as wars, threats of terrorism, or insurrections, strikes, fires, floods, work stoppages and embargoes; provided, however, that any party will have the right to terminate this PFA upon thirty (30) days prior written notice if another party's delay or default due to any of the above-mentioned causes continues for a period of two (2) months.

- R. Limitation of Liability.** IN NO EVENT SHALL WRF, ANY CO-FUNDERS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, AGENTS OR REPRESENTATIVES BE LIABLE TO ANY OTHER PARTY, OR ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES OR LOSS OF GOODWILL OR EXPECTED PROFITS OR REVENUES, IN ANY WAY RELATING TO THIS PFA, INCLUDING, WITHOUT LIMITATION, THE FAILURE OF ESSENTIAL PURPOSE, EVEN IF IT HAS BEEN NOTIFIED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES OCCURRING, AND WHETHER SUCH LIABILITY IS BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, STATUTE, PRODUCTS LIABILITY OR OTHERWISE. IN NO EVENT, SHALL WRF'S LIABILITY HEREUNDER EXCEED THEIR RESPECTIVE FUNDING ALREADY MADE UNDER THIS PFA.
- S. Applicable Law/Venue.** This PFA is written and shall be construed in accordance with and governed by the laws of Colorado unless U.S. Federal law applies. However, if Sub-recipient is exclusively governed by U.S. Federal or state laws overriding Colorado laws (e.g., if Sub-recipient is a quasi-public or public entity), this PFA shall be construed and interpreted in accordance with such laws to the extent of such exclusivity. Any arbitration action under this PFA must be brought Denver, Colorado, and enforcement of arbitration decisions and injunctive relief must be brought in a State Court or U.S. Federal District Court located in Denver, Colorado.
- T. Counterparts.** This PFA may be executed and delivered in counterparts, and by facsimile and email, and each shall be valid as if all parties had executed the same document.
- U. Relationship.** The parties are independent contractors, and no agency, employer-employee, partnership, or joint venture relationship is intended or created by this PFA. No party shall have any right or authority to assume or create any obligation, commitment or responsibility for or on behalf of the others except as the other may expressly authorize in writing. No party shall be eligible to participate in another's benefit program. Sub-recipient shall be solely responsible for the performance and compensation of its employees, for withholding taxes and providing unemployment and other benefits.
- V. Additional Representations, Warranties, and Covenants of Sub-recipient.** In addition to all other representations, warranties, and covenants of Sub-recipient in this PFA, Sub-recipient further represents, warrants, and covenants, on behalf of itself, its Subcontractors, and all of their respective employees, agents, directors, officers, affiliates and other representatives:
1. They will at all times comply with all Federal, state, municipal, and local laws, regulations, ordinances, and other governing requirements regarding their performance of the Project, including, without limitation, compliance with requirements related to anti-discrimination and anti-harassment in hiring and employment practices, provision of workers compensation and benefits, and accommodations for disabilities, compliant accounting, record-keeping, and invoicing for approved costs and expenses, and payment of all fees, taxes, payroll, and other expenses related to performance of the Project;

2. Performance of the Project does not and shall not conflict with any of Sub-recipient's obligations, or violate the rights of any third party;
3. All taxes, licenses, permits, certifications, and other permissions required to perform any aspect of the Project shall be secured and maintained throughout the term of this PFA;
4. There are no, and will not be any, third party encumbrances or liens created as a result of the performance of the Project, whether on WRF's or the co-funders' assets, or on rights, Deliverables, or IP provided under this PFA;
5. Sub-recipient will fully defend, indemnify, and hold WRF and its co-funders harmless from any cost, expense, liability, or loss, including attorneys' fees, incurred as a result of any breach by Sub-recipient of any provision in this PFA; and
6. There is sufficient liability insurance coverage to ensure Sub-recipient's full compliance with its obligations, and coverage for Sub-recipient's liability exposure for any breach of this PFA.

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Title:

IN WITNESS, WHEREOF, the parties have caused this PFA to be signed and dated as shown below.

The Water Research Foundation

[Sub-recipient Organization]

By: Robert C. Renner, P.E., BCEE
Title: Chief Executive Officer

By: _____
Title: _____

Date: _____

Date: _____

The Water Research Foundation

[Sub-recipient Organization]

By: _____
Title: Research Manager

By: _____
Title: Principal Investigator

Date: _____

Date: _____

Above signed has read and understands the terms, conditions, and deliverables of this PFA.

Above signed has read and understands the terms, conditions, and deliverables of this PFA.

Draft Agreement – Do Not Sign

NOTE- EXHIBIT A WILL CONSIST OF THE PROJECT PROPOSAL IN THE FINAL DOCUMENT; IT IS NOT INCLUDED IN THE DRAFT DOCUMENT.

Title:

Project proposal, & all subsequent correspondence.

DRAFT

NOTE– EXHIBIT B SHOWN IS THE STANDARD DRAFT SCHEDULE, ACTUAL SCHEDULE WILL BE MUTUALLY DECIDED UPON BETWEEN THE PM AND PI AT FINAL AGREEMENT STAGE.

Title:

<u>TASK</u>	<u>DUE DATE (1st or 15th of Month)</u>
Project Start	Start date
Scope of Work	30 days after start date
Proof of Insurance	30 days after start date
Quality Assurance Project Plan	30 days after start date
Notification of Subcontractor(s) Agreement(s) executed	2 months after start date
Periodic Report 1 & Invoice	3 months after start date
Periodic Report 2 (Technical Summary & Web Update) & Invoice	6 months after start date
Periodic Report 3 & Invoice	9 months after start date
Periodic Report 4 (Technical Summary & Web Update) & Invoice	12 months after start date
Periodic Report 5 & Invoice	15 months after start date
Draft Report & Invoice	18 months after start date
Final Report	5 months after draft report
Assignment of Copyright – Exhibit E	
Letter of Confirmation from each participating utility review & IK	5 months after draft report
Final Invoice (End of Deliverables)	5 months after draft report
Project End & Foundation Publication Date	12 months after draft report

Note: Please submit one electronic copy of each Periodic Report and Draft Report. Submit the Final Report in electronic copy in *MSWord format*. For each report an invoice shall be submitted for payment using Exhibit D – printed on your company letterhead. All Reports and Invoices should be sent to the Research Manager and Project Coordinator identified in Exhibit B WRF Key Contacts.

Title:

WRF Key Contacts:

The Water Research Foundation
 6666 West Quincy Avenue
 Denver, CO 80235

Name:	Title:	Phone:	Email:
	Research Manager		@WaterRF.org
	Project Coordinator		@WaterRF.org
Christine Conville	Contracts Manager	303.734.3424	cconville@WaterRF.org

Sub-recipient Key Contacts:

Name/Title:	Project Role:	Organization/Address:	Phone:	Email:

Sponsor Key Contacts:

Name/Title:	Project Role:	Organization/Address:	Phone:	Email:

Co-Funder Key Contacts:

Name/Title:	Organization/Address:	Phone:	Email:

Co-Principal Investigator(s):

Name/Title:	Organization/Address:	Phone:	Email:

Each party shall provide written notice of changes in contact persons, addresses, telephone, and email addresses. The Principal Investigator, Co-Principal Investigator, or any Subcontractor may only be changed with the prior written approval of The Water Research Foundation.

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BUDGET SUMMARY

Exhibit C
Project 0__

Sub-recipient:	
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Title:

1. This Project is being funded partially or in full by award funds through (___) No. ____, the full and complete terms and provisions of which are hereby incorporated into this PFA by this reference. This document can be found on the web at <http://www.waterrf.org/funding/Pages/proposal-guidelines.aspx>.
2. Federal funds for this Project are identified by the Catalog of Federal Domestic Assistance (CFDA) number 66.____ Environmental Protection Consolidated Research. This federal funding expires as of _____.
3. Payments to the Sub-recipient will be issued to the Sub-recipient organization and mailed to the address shown in the first paragraph of this funding agreement and shown above unless otherwise noted below:

[insert budget summary chart]

- Use Exhibit C Master template
- Complete Exhibit C using the contract merge and Project budget
- Copy and save by Project #
- Copy and paste the completed Exhibit C here
- If needed insert page break and continue on next page

Title:

Exhibit D – Invoice Form

For access to The Water Research Foundation website please see:

<http://www.waterrf.org>

To download Exhibit D – Invoice Form please see the WRF's website:

http://waterrf.org/funding/ContractMaterials/Invoice_ExhibitD.pdf

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