



DEPARTMENT OF THE ARMY  
FORT WORTH DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 17300  
FORT WORTH, TX 76102-0300

July 16, 2024

**REQUEST FOR STATEMENT OF INTEREST  
W9126G-24-2-SOI-3884**

*Applicants must be a member in one of the following Cooperative Ecosystem Studies*

*Units Regions:*

Gulf Coast CESU Unit

Pacific CESU Unit

North Atlantic Coast CESU Unit

Chesapeake Watershed CESU Unit

Great Plains CESU Unit

**Project Title:** Environmental Conservation and Compliance Support for the Air Force Civil Engineer Center

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the of the recipient's CESU Master Agreement. Note the established CESU Program indirect rate is 17.5%.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$3,640,000** is expected to be available to support this project for the **base period (Task 1-5)**. More specifically, the following is expected budget per task:

Approximately \$835,000 is expected to be available to support **Task 1** for the **base period**.

Approximately \$835,000 is expected to be available to support **Task 2** for the **base period**.

Approximately \$835,000 is expected to be available to support **Task 3** for the **base period**.

Approximately \$835,000 is expected to be available to support **Task 4** for the **base period**.

Approximately \$300,000 is expected to be available to support **Task 5** for the **base period**.

Additional funding may be available to the successful recipient for follow on work in subsequent years.

**NOTE:** This project will be awarded under the authority of 16 USC 670c-1, **Sikes Act:** For projects for the implementation and enforcement of integrated natural resources management plans, priority shall be given to award to Federal and State agencies having responsibility for the conservation or management of fish or wildlife.

**Period of Performance.** The base period of agreement will extend 12 months from date of award. There may be up to six 12-month follow-on periods based on availability of funding.

**Description of Anticipated Work:** See attached Statement of Objectives

**NOTE:** At this time we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

**Preparation of your Statement of Interest:** Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, Cage Code, Unique Entity ID, and Contact Information (Email)
2. Brief Statement of Qualifications (including):
  - a. Biographical sketch of the Principal Investigator, to include specific experience and capabilities in areas related to this project's requirements
  - b. Relevant past projects and clients with brief descriptions of these projects
  - c. Staff, faculty or students available to work on this project and their areas of expertise
  - d. Brief description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, etc.)

### **Submission of Your Statement of Interest**

Statements of Interest are **due by 12:00 P.M., Central Time, on 16 Aug 2024.**

Submit your Statement of Interest via e-mail attachments or direct questions to:

**Sandy Justman**

Grants Specialist

USACE, Fort Worth District

Email: [Sandra.Justman@usace.army.mil](mailto:Sandra.Justman@usace.army.mil)

Office: 817-886-1073

**Chanley Jenkins**

Project Manager

USACE, Fort Worth District

Email: [Chanley.R.Jenkins@usace.army.mil](mailto:Chanley.R.Jenkins@usace.army.mil)

Office: 918-671-9132

**Greg Bonnell**  
Project Manager  
USACE, Fort Worth District  
Email: [gregory.w.bonnell@usace.army.mil](mailto:gregory.w.bonnell@usace.army.mil)  
Office: 918-951-0591

**Review of Statements Received:** All statements of interest received from a member of the CESU Region(s) identified above will be evaluated by a board comprised of one or more people at the receiving installation or activity, who will determine which statement(s) best meet the program objectives: offer the most highly qualified Principal Investigator, have the most relevant experience and the highest capability to successfully meet the program objectives. Submitters whose statements are determined to best meet the program objectives will be invited to submit a full proposal.

**Timeline for Review of Statements of Interest:** RSOL's are required to be posted on [www.Grants.gov](http://www.Grants.gov) for 30 days prior to the Government making a decision and requesting full proposals.

Thank you for your interest in our Cooperative Agreements Program.

**POORMAN.PAIGE.E.1244894255**  
PAIGE E. POORMAN  
Grants Officer

Digitally signed by  
POORMAN.PAIGE.E.1244894255  
Date: 2024.07.17 17:06:43 -05'00'

Attachment: Statement of Objectives

## STATEMENT OF OBJECTIVES

### Environmental Conservation and Compliance Support for The Air Force Civil Engineer Center (AFCEC/CZ)

Applicants are required to be members of one of the following Cooperative Ecosystems Studies Units (CESU):

Gulf Coast CESU Unit  
Pacific CESU Unit  
North Atlantic Coast CESU Unit  
Chesapeake Watershed CESU Unit  
Great Plains CESU Unit

#### 1.0 PURPOSE

1.1 The Department of the Air Force (DAF) manages lands in all 50 states, territories and overseas in accordance with all applicable environmental laws, regulations, and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, and social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions. The AFCEC Environmental Management Directorate requires technical support for its environmental conservation and compliance programs to ensure that DAF, federal, state, local and host nation resource regulations are met while minimizing the impact of DAF activities on the environment and meet the objectives of the DAF environmental program.

The cooperative agreement (CA) establishes a cost-effective, time-efficient, and flexible capability to support AFCEC programs.

1.2 This work requires support for multiple DAF installations across four primary regions: Central, East, Midwest, and West. Work shall include travel, as required, to DAF installations located throughout the United States and its territories. Estimated travel: For each Task, estimate two 1-week trips to San Antonio, Texas (one person per trip); two 1-week trips to Sacramento, California (or equivalent) (one person per trip); two 1-week trips to Washington D.C. (or equivalent) (one person per trip), and two 1-week trips to Omaha, Nebraska (or equivalent) (one person per trip).

#### 2.0 AUTHORITY

2.1 This cooperative agreement will be awarded using one of the following authorities:

- **16 U.S.C. § 670(c) (1) – (SIKES ACT)**

In agreement with the above stated goals, the recipient agrees to provide the necessary personnel, equipment, and materials required to implement activities to support the

installation's commitment toward environmental stewardship to manage natural and cultural resources in a responsible way that has the least impact on military missions and is beneficial to the region. In addition, the activities performed by the recipient must be completed in a manner conducive to guidelines outlined in the Endangered Species Act (16 USC 1531 et seq.), the Migratory Bird Treaty Act (16 USC 1361 et seq.), National Historic Preservation Act (54 U.S.C. 300101 et seq.), Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), the Clean Water Act (33 U.S.C. §1251), the Clean Air Act (42 U.S.C. § 7401), the Resource Conservation and Recovery Act (RCRA) Subtitle C, Subtitle D and Subtitle I (40 CFR §239-282), applicable implementing regulations, and any other applicable regulatory guidelines. Compliance with these laws requires collection and analysis of accurate, current data on the status of environmental and cultural resources on military installations and application of the data in management decisions.

2.2 In accordance with section 6305 – *Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, however under the authority of the Sikes Act (16 USC 670c-1 (c) (2)), notwithstanding chapter 63 of Title 31 (31 U.S.C. § 6301 et seq.), a cooperative agreement under this section may be used to acquire property or services for the direct benefit or use of the United States Government.”

2.3 In accordance with section 6305 – *Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The AFCEC further (hence DoD) agrees to provide substantial involvement as directed under the appropriate master agreement to include, but not limited to, the following:

- AFCEC is involved in development of study methodology, data gathering, analysis, and/or report writing
- AFCEC actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train, or select project staff or trainees
- AFCEC incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
  - Providing computing services
  - Providing staff time to support projects

### **3.0 DESCRIPTION OF OBJECTIVES**

I- Planning and Decision Support: Planning and decision support contribute to making sound decisions regarding land use, natural and cultural resource management, military training impacts, project siting, etc. Environmental Assessments (EA),

Environmental Impact Statements (EIS) and Environmental Reviews (ER) are routinely necessary on public and military lands prior to initiating testing and training exercises, implementation of various resource management plans, siting projects and construction activities. Such assessments and statements require large amounts of supporting data, information, and analysis. Planning documents are increasingly common and often required by law and regulations. Integrated Natural Resource Management Plans (INRMPs) and Integrated Cultural Resource Management Plans (ICRMPS) are two examples. The plans, in turn, require supporting documentation such as multiple layers of data in a geographical information system; vegetation community maps; and databases on the resources in question.

II- Planning and decision support will include NEPA analyses that are required prior to initiation of testing and training exercises, implementation of resource management plans, project siting or construction activities when such actions are to be completed using federal funds. NEPA analysis requires collection and evaluation of large amounts of supporting data and services to be provided under this agreement, including the collection and analysis of data; preparation of required documents; and facilitation of all aspect of the NEPA process, to include public meetings and Native American consultations. Support will assist the AF in follow-up questions related to conservation and compliance laws, and regulations including DoD and DAF policy abroad.

III- Sustainability Planning: Management of environmental sustainment and training resources within the Environmental Quality (EQ) program is necessary to ensure the availability of these resources in both the near- and long-term, requiring an approach that specifically targets their sustainability. Planning for sustainability requires an integrated management approach that provides for collection and analysis of data from diverse programs within Environmental Quality, and inclusion of findings in a decision support framework that crosses program boundaries. This agreement will facilitate sustainability planning at the headquarters and installation levels by providing for integrated data management and analysis, cross-program coordination, and creation and integration of resources planning processes focused on sustainment of the military training mission.

IV- Consultation and Review: The consultation and review shall support DAF compliance with environmental requirements to protect air, water and land resources of the US and Host Nation air, water, and land resources under control of US Forces.

3.1 Task 1: Providing sustainable planning and decision technical expertise as described in Section I, II & III listed above in military operational, environmental, and engineering support for **natural and cultural resource management, air quality program management, water quality and storage tank program management, hazardous and integrated solid waste program management. Installations will require focused support for installations located within the East Region.** Technical assistance tasks include:

- Providing technical expertise and assistance to the AFCEC Environmental Division for environmental requirements.
- Contributing towards the successful accomplishment of the EQ program;
- Establishing clear lines of communication to advise and inform AFCEC on issues pertaining to EQ program activities;

- Executing environmental program and project activities throughout areas of responsibility to support DAF environmental program goals and objectives;
- Establishing and fostering effective working relationships for collaboration and resolution of Environmental Quality (EQ) issues;
- Performing extensive data gathering and analysis to determine the nature and scope of problems;
- Supporting EQ program meetings and interfacing with staff at all levels on issues pertaining to the EQ program;
- Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews;
- Supporting and utilizing EQ databases;
- Assisting the AF in identifying EQ requirements, establishing EQ objectives, and developing alternate courses of action;
- Supporting projects and study efforts requiring coordination across agencies of the U.S. Government;
- Engaging with installation personnel and serving as liaison with multiple local, state, and federal regulatory agencies;
- Exercising leadership, judgement, initiative, and resourcefulness in making decisions;
- Providing technical support for the recommendation and development of new areas of research and supporting the development of new methods and approaches in EQ planning;
- Assist with installation support with planning, programming, budget and execution and overall technical expertise across EQ programs. Assist in the definition of requirements and the development and integration of execution strategies, Statements of Work (SOW), cost estimates, and other components of acquisition packages in support of installation missions.

3.2 Task 2 (Optional): Providing sustainable planning and decision technical expertise as described in Section I, II & III listed above in military operational, environmental, and engineering support for **natural and cultural resource management, air quality program management, water quality and storage tank program management, hazardous and integrated solid waste program management. Installations will require focused support for installations located within the Midwest Region.** Technical assistance tasks include:

- Providing technical expertise and assistance to the AFCEC Environmental Division for environmental requirements.
- Contributing towards the successful accomplishment of the EQ program;
- Establishing clear lines of communication to advise and inform AFCEC on issues pertaining to EQ program activities;
- Executing environmental program and project activities throughout areas of responsibility to support DAF environmental program goals and objectives;
- Establishing and fostering effective working relationships for collaboration and resolution of Environmental Quality (EQ) issues;
- Performing extensive data gathering and analysis to determine the nature and scope of problems;

- Supporting EQ program meetings and interfacing with staff at all levels on issues pertaining to the EQ program;
- Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews;
- Supporting and utilizing EQ databases;
- Assisting the AF in identifying EQ requirements, establishing EQ objectives, and developing alternate courses of action;
- Supporting projects and study efforts requiring coordination across agencies of the U.S. Government;
- Engaging with installation personnel and serving as liaison with multiple local, state, and federal regulatory agencies;
- Exercising leadership, judgement, initiative, and resourcefulness in making decisions;
- Providing technical support for the recommendation and development of new areas of research and supporting the development of new methods and approaches in EQ planning;
- Assist with installation support with planning, programming, budget and execution and overall technical expertise across EQ programs. Assist in the definition of requirements and the development and integration of execution strategies, Statements of Work (SOW), cost estimates, and other components of acquisition packages in support of installation missions.

3.3 Task 3 (Optional): Providing sustainable planning and decision technical expertise as described in Section I, II & III listed above in military operational, environmental, and engineering support for **natural and cultural resource management, air quality program management, water quality and storage tank program management, hazardous and integrated solid waste program management. Installations will require focused support for installations located within the Central Region.** Technical assistance tasks include:

- Providing technical expertise and assistance to the AFCEC Environmental Division for environmental requirements.
- Contributing towards the successful accomplishment of the EQ program;
- Establishing clear lines of communication to advise and inform AFCEC on issues pertaining to EQ program activities;
- Executing environmental program and project activities throughout areas of responsibility to support DAF environmental program goals and objectives;
- Establishing and fostering effective working relationships for collaboration and resolution of Environmental Quality (EQ) issues;
- Performing extensive data gathering and analysis to determine the nature and scope of problems;
- Supporting EQ program meetings and interfacing with staff at all levels on issues pertaining to the EQ program;
- Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews;
- Supporting and utilizing EQ databases;

- Assisting the AF in identifying EQ requirements, establishing EQ objectives, and developing alternate courses of action;
- Supporting projects and study efforts requiring coordination across agencies of the U.S. Government;
- Engaging with installation personnel and serving as liaison with multiple local, state, and federal regulatory agencies;
- Exercising leadership, judgement, initiative, and resourcefulness in making decisions;
- Providing technical support for the recommendation and development of new areas of research and supporting the development of new methods and approaches in EQ planning;
- Assist with installation support with planning, programming, budget and execution and overall technical expertise across EQ programs. Assist in the definition of requirements and the development and integration of execution strategies, Statements of Work (SOW), cost estimates, and other components of acquisition packages in support of installation missions.

3.4 Task 4 (Optional): Providing sustainable planning and decision technical expertise as described in Section I, II & III listed above in military operational, environmental, and engineering support for **natural and cultural resource management, air quality program management, water quality and storage tank program management, hazardous and integrated solid waste program management. Installations will require focused support for installations located within the West Region.** Technical assistance tasks include:

- Providing technical expertise and assistance to the AFCEC Environmental Division for environmental requirements.
- Contributing towards the successful accomplishment of the EQ program;
- Establishing clear lines of communication to advise and inform AFCEC on issues pertaining to EQ program activities;
- Executing environmental program and project activities throughout areas of responsibility to support DAF environmental program goals and objectives;
- Establishing and fostering effective working relationships for collaboration and resolution of Environmental Quality (EQ) issues;
- Performing extensive data gathering and analysis to determine the nature and scope of problems;
- Supporting EQ program meetings and interfacing with staff at all levels on issues pertaining to the EQ program;
- Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews;
- Supporting and utilizing EQ databases;
- Assisting the AF in identifying EQ requirements, establishing EQ objectives, and developing alternate courses of action;
- Supporting projects and study efforts requiring coordination across agencies of the U.S. Government;
- Engaging with installation personnel and serving as liaison with multiple local, state, and federal regulatory agencies;

- Exercising leadership, judgement, initiative, and resourcefulness in making decisions;
- Providing technical support for the recommendation and development of new areas of research and supporting the development of new methods and approaches in EQ planning;
- Assist with installation support with planning, programming, budget and execution and overall technical expertise across EQ programs. Assist in the definition of requirements and the development and integration of execution strategies, Statements of Work (SOW), cost estimates, and other components of acquisition packages in support of installation missions.

3.5 Task 5 (Optional): Providing sustainable planning and decision technical expertise as described in Section I, II & III listed above in military operational, environmental, and engineering support for the Operations Group. Technical assistance tasks include:

- Providing technical expertise and assistance to the AFCEC Environmental Division for environmental requirements.
- Contributing towards the successful accomplishment of the EQ program;
- Establishing clear lines of communication to advise and inform AFCEC on issues pertaining to EQ program activities;
- Executing environmental program and project activities throughout areas of responsibility to support DAF environmental program goals and objectives;
- Establishing and fostering effective working relationships for collaboration and resolution of Environmental Quality (EQ) issues;
- Performing extensive data gathering and analysis to determine the nature and scope of problems;
- Supporting EQ program meetings and interfacing with staff at all levels on issues pertaining to the EQ program;
- Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews;
- Supporting and utilizing EQ databases;
- Assisting the AF in identifying EQ requirements, establishing EQ objectives, and developing alternate courses of action;
- Supporting projects and study efforts requiring coordination across agencies of the U.S. Government;
- Engaging with installation personnel and serving as liaison with multiple local, state, and federal regulatory agencies;
- Exercising leadership, judgement, initiative, and resourcefulness in making decisions;
- Providing technical support for the recommendation and development of new areas of research and supporting the development of new methods and approaches in EQ planning
- Assist with installation support with planning, programming, budget and execution and overall technical expertise across EQ programs. Assist in the definition of requirements and the development and integration of execution strategies, Statements of Work (SOW), cost estimates, and other components of acquisition packages in support of installation missions.

#### **4.0 QUALIFICATIONS**

Biographical sketches are required for each of the personnel/project delivery team (PDT) members supporting this project. The NFE will coordinate with USACE/DAF before any key personnel changes or hiring.

#### **5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

5.1 Physical Data: Data sets and information associated with this project are the property of DoD and DAF. No release of information or data is allowed without a written approval from the Department of the Air Force.

5.2 Equipment: Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally-owned property remains vested in the Federal government. The non-Federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

#### **6.0 FOLLOW-ON WORK**

Follow-on work: The Government intends to consider follow-on work under this agreement based on results of the work performed in the initial/previous period of performance. A maximum of (six) 12-month follow-on periods with an estimated maximum cost of \$32,000,000 will be considered. Award will be based upon satisfactory performance, Government needs and funds availability.

The recipient or the Government may prepare a follow-on SOO. If the Government prepares it, a request for proposal with the amount of funding available will be sent to the recipient. If the recipient prepares the SOO, the Government must review and approve it along with the proposal.

#### **7.0 PERIOD OF PERFORMANCE**

Base Period is 12 months from award date. Anticipate 6 Option Periods of 12 months each, subject to availability of funds.

Base Period (Task 1) will be for a 12-month period from the date of award.

- Base Period (Task 2-5 [*Optional*]) will be for a 12-month period from the date of award, and must be awarded prior to expiration of Base Period (Task 1)

Follow-on Period 1 (Task 1) will be for a 12-month period and shall be exercised prior to expiration of the Base Period (Task 1).

- Follow-on Period 1 (Task 2-5 [*Optional*]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 1 (Task 1).

Follow-on Period 2 (Task 1) will be for a 12-month period and shall be exercised prior to the expiration of the Follow-on Period 1 (Task 1).

- Follow-on Period 2 (Task 2-5 [Optional]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 2 (Task 1).

Follow-on Period 3 (Task 1) will be for a 12-month period and shall be exercised prior to the expiration of the Follow-on Period 2 (Task 1).

- Follow-on Period 3 (Task 2-5 [Optional]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 3 (Task 1).

Follow-on Period 4 (Task 1) will be for a 12-month period and shall be exercised prior to the expiration of the Follow-on Period 3 (Task 1).

- Follow-on Period 4 (Task 2-5 [Optional]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 4 (Task 1).

Follow-on Period 5 (Task 1) will be for a 12-month period and shall be exercised prior to the expiration of the Follow-on Period 4 (Task 1).

- Follow-on Period 5 (Task 2-5 [Optional]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 5 (Task 1).

Follow-on Period 6 (Task 1) will be for a 12-month period and shall be exercised prior to the expiration of the Follow-on Period 5 (Task 1).

- Follow-on Period 6 (Task 2-5 [Optional]) will be for a 12-month period from the date of award and must be awarded prior to expiration of Follow-on Period 6 (Task 1).

## 8.0 COORDINATION

- USACE Fort Worth District POC  
Chanley Jenkins  
USACE CESU PM  
Email: [Chanley.r.jenkins@usace.army.mil](mailto:Chanley.r.jenkins@usace.army.mil)  
Mobile: 918-671-9132
- USACE Fort Worth District POC  
Greg Bonnell  
USACE CESU PM  
Email: [gregory.w.bonnell@usace.army.mil](mailto:gregory.w.bonnell@usace.army.mil)  
Mobile: 918-951-0591
- AFCEC POC:  
Department of the Air Force  
Karla Meyer  
Office: (210) 883-6501  
Email: [karla.meyer.1@us.af.mil](mailto:karla.meyer.1@us.af.mil)

## 9.0 POST AWARD REQUIREMENTS & INVOICE PROCESSES

### 9.1 Invoice Processes

Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil). Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than (NLT):
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected**.

SF270 Request for Advance or Reimbursement

Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected**.

Example:

**CLIN 0001 / Base  
22SEP23 – 21SEP24  
\$100,000.00**

Funding must be separated as specified on the Award document. Sub-CLINs that specify "*for funding only*" (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil), however, **must be submitted in pdf format otherwise will be rejected**.

SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

**If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.**

A tailored SF-PPR form may be requested at: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil).

The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

Final SF270

SF-PPR

Final SF425

DD882

SF428 plus attachment B (C&S if applicable)

SF298

Final Report

Forms may be requested from the district office at [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil) or found at: <https://www.grants.gov/forms>.

## 9.2 Deliverables

9.2.1 Progress Reports - One (1) typed letter report describing progress on the project. The report shall be due as of the last day of each month (Monthly) and shall be transmitted via electronic mail to USACE and DAF no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due. Reports should include:

- |         |  |
|---------|--|
| 9.2.1.1 | Number of days, locations, and activities in travel status   |
| 9.2.1.2 | Plans, reports, and briefings prepared or reviewed   |
| 9.2.1.3 | List of meetings attended, including purpose/objective, attendees, and items identified for follow-on action     |
| 9.2.1.4 | List of major action item support and taskers accomplished   |
| 9.2.1.5 | Status of project progress, problems identified, solutions implemented, and schedule adjustments, if appropriate |
| 9.2.1.6 | Any critical communications not reported in other section  |

- 9.2.1.7 Schedule of work. Any changes can be presented as appropriate with the subsequent monthly report
  - 9.2.2 Quarterly teleconference progress briefings with USACE/AF POC
  - 9.2.3 Annual Inventory - Federally owned property - an annual inventory listing of Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE
  - 9.2.4 Annual Inventory – Acquired Property purchased with funding from award - property records must be maintained that include description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken, and results reconciled every two years. Copies of the inventory to be sent annually to USACE SWF and AFCEC.
  - 9.2.5 Annual Report. Electronic copy as well as one (1) paper copy of annual report should be submitted no later than one month before end of each period of performance (POP). At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USAF POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
  - 9.2.6 Draft Final Project Report. Electronic copy as well as (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. INSTALLATION POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
  - 9.2.7 Final Project Report. One (1) paper copy of the final report, incorporating AFCEC POC review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the AFCEC POC comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media.
- 10.0 This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

Any resulting cooperative agreement will be subject to and recipient/cooperator shall comply with 2 CFR 200.313 “Equipment”, 200.314 “Supplies”, and 200.315 “Intangible Property” which includes use of research data.