



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

August 5, 2024

**REQUEST FOR STATEMENT OF INTEREST
W9126G-24-2-SOI-4142**

Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions: Great Basin / Rocky Mountains CESU Regions

Project Title: Integrated Training Area Management (ITAM) Support for Fort Hunter Liggett, California

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 **\$509,141** is expected to be available to support this project for the **base period**. Additional funding may be available to the successful recipient for optional tasks and/or 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 will be 12 months from the 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

1. Statements of Interest are due by **12:00 P.M., Central Time, on 7 SEP 2024.**
2. Direct questions no later than **26 AUG 2024** to:

Sandra Justman, Grants Specialist
USACE, Fort Worth District
Email: sandra.justman@usace.army.mil
Office: 817-886-1073

Brian Hesford, Project Manager
USACE, Fort Worth District
Email: brian.d.hesford@usace.army.mil
Office: 402-200-8268

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: RSOI's are required to be posted on 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.

PAIGE E. POORMAN
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES

Range and Training Land Assessment, Land Rehabilitation and Maintenance, and Sustainable Range Program Geographic Information System Support Fort Hunter Liggett, California

August 2024

1 PURPOSE

This Cooperative Agreement provides technical support for the Integrated Training Area Management (ITAM) Program at U.S. Army Garrison, Fort Hunter Liggett (FHL) and Parks Reserve Forces Training Area (PRFTA). This support will consist of on-site Range and Training Land Assessment (RTLTA), Land Rehabilitation and Maintenance (LRAM), and Sustainable Range Program Geographical Information System (SRP GIS) Program support at FHL, and remote or occasional support to PRFTA.

1.1 Background

ITAM is a core component of the Sustainable Range Program (SRP) and is responsible for maintaining training lands to help the Army meet its training requirements. To accomplish this mission, ITAM relies on its four components and management by Head Quarters Department of the Army (HQDA), ITAM Lead Agent, Army Execution and Supported Commands, and installations. The Training Requirements Integration (TRI) is not listed here, but is supported indirectly by the following components included in this Statement of Objectives (SOO).

The **RTLTA** component is used to collect and analyze land condition information for the purpose of ensuring training and testing lands can support training loads. Information gathered through RTLTA feeds the TRI decision support component and the LRAM project development process. Assessment areas supported under this agreement may include Cover and Concealment, Mission Creep, Photo Point Monitoring, Invasive Plant Species Impacts, LRAM Site Restoration and Natural Recovery Monitoring, Off-Road Maneuver Training Impacts, and other assessments and activities.

The **LRAM** component repairs, maintains, and reconfigures Army training lands to support sustainable and safe maneuver training conditions. LRAM provides the mechanism for FHL to maintain and repair impacts to the natural resources at FHL caused by maneuver training. The objectives of LRAM are to implement improvements and repairs of disturbed maneuver land and water crossings, improve vegetation cover and concealment for training activities, and repair other landscape damage for safety and continued availability of the land for training. Project areas may include Training Land Restoration Plan (TLRP) projects, Archeological Site Capping, Vegetative Fuel Reduction, Tactical Concealment Restoration, Training Facility Maintenance, Downed Tree Removal, and other activities.

The **SRP GIS** component creates, analyzes, manages, and distributes standardized spatial information, products, and services for the execution of training strategies and missions on ranges and training lands. It strives to provide the installation ITAM Program, SRP community, trainers, and Soldiers with accurate and complete datasets, maps and other products. The Environmental

GIS program maintains an extensive collection of geospatial data which includes soil, surface hydrology, floral, faunal, transportation systems, topography, archaeology, invasive species, wetlands, cultural data, and other natural resource features. The GIS data provides management tools and environmental limitations maps for Army training operations, recreational, and community use. Effective land management will improve, utilize, and maintain natural resource areas for the greatest long-term net public benefit while supporting the military mission.

1.2 Applicable Documents

The Cooperator shall comply with Army Regulation AR 200-1 (http://www.apd.army.mil/pdffiles/r200_1.pdf) and SRP Mission Support Standard Operating Procedures (SOP) as contained in Army Regulation AR 350-19 (http://www.apd.army.mil/pdffiles/r350_19.pdf) in developing and providing the support and deliverables associated with this cooperative agreement.

2 AUTHORITY

Authority to enter into a Cooperative Agreement (CA) for the work: Section 670c-1, Title 16 United States Code, Sikes Act.

2.1 In agreement with the above stated goals, the non-Federal entity (NFE) agrees to provide the necessary personnel, equipment, and materials required to implement, in part, JTRC and Fort Polk responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.).

2.2 In accordance with section 6305

Cooperative agreements 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.

- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities
- Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers

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

- Involved in development of study methodology, data gathering, analysis, and/or report writing.
- Actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees.
- Coordinate research activities with other installation entities and scheduling of range time.
- Technical assistance and guidance.
- Participation in status meetings including kick off meeting and weekly, monthly, and quarterly project update meetings.

3 OBJECTIVES

In accordance with the SRP guidelines as listed in AR 350-19, the Cooperator shall provide the necessary resources (except for those identified as Government furnished property or assistance) to support the RTLA, LRAM and SRP-GIS components of the FHL ITAM Program. Objectives are achieved through technical support provided by the Cooperator and associated deliverables, in coordination with the designated FHL Point of Contact (POC).

3.1 Task 1. RTLA Assessments

Cooperator support having qualifications in botany, rangeland science, plant ecology, watershed science or similar background with monitoring experience and GIS skills are required for this task. The RTLA program acquires data and assesses information to optimize the capability and sustainability to ensure training and testing lands can support training activities. The RTLA program conducts assessments to inventory and monitors natural resource conditions. Support may involve implementing existing assessments, evaluating and revising assessments, developing new assessments and approaches driven by ITAM program needs and providing a variety of technical support to FHL ITAM, including identification of LRAM sites and evaluation of LRAM success. Existing FHL ITAM protocols and technical reports will be used to guide the implementation of existing assessments, evaluation of changes, and development of new assessments, in coordination with FHL ITAM staff. Priorities among and within RTLA assessments and other needs are determined by the FHL POC and or ITAM Coordinator. Historical RTLA assessments are listed below; all assessments may not be implemented in all years.

3.1.1 Cover and Concealment

This assessment was initiated to census changes in oak savanna concealment resources within specific areas of interest. FHL contains a wide variety of topographic and vegetative landscape resources that can be utilized for military training scenarios. Maintaining diversity sustains the training capabilities that currently exist on FHL. However, due to the susceptibility of certain key

species like valley oak trees (*Quercus lobata*), some highly utilized training landscapes with key cover and concealment resources are threatened with vegetation type-conversions. This is especially true of savanna types, which provide open areas for maneuvers but also large, high-canopy trees that provide concealment and shade for Soldiers. Canopy and concealment resources, such as trees, are not managed or monitored directly by the Environmental Division. Section 7.6.2 Oak Communities in the FHL Integrated Natural Resources Management Plan (INRMP) states “oak woodland communities are monitored through the LCTA [sic RTLA] and LRAM programs to determine oak regeneration, oak mortality, and other variables, such as species composition and distribution.” Management occurs indirectly by the effects of fire and directly through the LRAM Tactical Concealment Restoration Program. Mature oak tree concealment losses may take hundreds of years to replace at FHL. The Cooperator will use a variety of techniques to assess tactical concealment in high-use training corridors of preferred training habitat to assess loss/gain of cover and concealment resources.

3.1.2 Mission Creep

These assessments are a rapid means of documenting training land condition, providing trainers and ITAM staff with a visual representation of trends in overall condition of training lands and facilities. Mission creep causes conflict with other military uses and avoidance areas. The purpose of the assessment is to document and monitor disturbance associated with on and off-road maneuver activities taking place around Tactical Assembly Areas (TAA) and within newly established maneuver corridors, to identify and report sustainability issues that would impact mission capability, and then to make LRAM-focused recommendations for mitigating or repairing that disturbance. Locations previously assessed for mission creep include several TAAs in Oak Flat (Training Area [TA] 27), the Del Venturi Reservoir Area (TAs 6 and 9) and areas off Upper Milpitas at the TA 3/7 border.

3.1.3 Photo-point Monitoring

This is a monitoring assessment designed to capture the long-term cumulative effects of training maneuvers and development, vegetation recovery following training disturbance. Report changes and trends that might impact training sustainability. Photo-points are established in areas such as TAAs, land navigation courses, tactical use movement and maneuver trails, or maneuver corridors. Items to be assessed include: bare ground due to bivouacking/vehicle assembly and other training activities, vehicle trails or lanes not part of a maintained maneuver trail, distribution of yellow star-thistle infestation on LRAM sites, and native bunch grass and concealment/cover resource re-establishment on LRAM sites and previously disturbed sites. The assessment establishes and interprets photo-point monitoring sites at training assembly area and high-use areas including maneuver corridors to document issues in sustainability and changes in land use and training habitat.

3.1.4 Invasive Plant Species Impact and Control

This assessment documents invasive, noxious weeds such as yellow star-thistle (*Centaurea solstitialis*) and stinkwort (*Dittrichia graveolens*) on training lands. It involves reviewing plant species composition in mapped infestations, prioritizing spray locations with regards to military training and likelihood of control success, determining success of treatment efforts for up to five (5) years after control efforts, and providing updates to the yellow star-thistle and stinkwort habitat GIS geodatabases as necessary. Yellow star thistle degrades the military training environment at FHL and is monitored and controlled in selected areas within the training corridors. Stinkwort is an emerging and potentially much worse invasive species. The assessment process includes: 1) evaluate and characterize the current invasive plant species threat to various military training sites

and facilities; 2) conduct pre- and post- effectiveness monitoring for up to five (5) years after control; and 3) update the yellow star-thistle and stinkwort habitat GIS geodatabases.

3.1.5 Identify and Monitor LRAM Restoration Sites and Natural Recovery Sites

These are detailed assessments that may include elements or metrics related to erosion; bare ground/disturbance; and vegetation cover, composition, and structure. Sites evaluated are typically disturbed and associated with TAAs, off-road maneuver or field training areas. The assessment monitors the recovery of areas that have been rehabilitated by the LRAM TLRP relative to land rehabilitation objectives, and also compares them to areas that are left to revegetate/recover on their own to guide LRAM site prioritization. Assessments are designed to look at revegetation efforts and natural recovery in areas that have been modified by intensive military training activities. Military exercises often result in high levels of ground disturbance and little to no vegetative cover by the end of the exercise, which leads to erosion and noxious weed establishment, both of which degrade military training experiences. Two ways of treating these impacts include: 1) leaving the area to recover naturally; and/or 2) implementing LRAM actions. The effectiveness of previous LRAM projects and natural recovery will focus on both historical LRAM and monitoring sites as well as newer sites. Annually, the assessment may include the following:

1. Identify and recommend at least three (3) additional TLRP sites outside of the maneuver corridors through training intensity evaluation, remote sensing, and/or field assessments.
2. Identify and document potential restoration plant species and at least three (3) native seed harvest locations through remote sensing and field surveys for the LRAM/TLRP to use in erosion control activities.
3. Evaluate the effectiveness of three (3) LRAM/TLRP restoration sites through scientifically sound, qualitative, and quantitative methods and provide results and recommendations.
4. Evaluate natural recovery of at least one (1) highly disturbed area where LRAM/TLRP activities were not implemented.

3.1.6 Off-Road Maneuver Training Impacts

This assessment is driven by current and anticipated increases in off-road medium- to heavy- unit maneuver training in the Nacimiento Maneuver Corridor (Training Areas 9, 12B, 15, 20, 24, and 27), the Milpitas Maneuver Corridor (Training Areas 1, 2, 3, and 7) and other maneuver support areas (for example, TA 25 and 29) at FHL. This project will:

1. Document intensity and distribution of medium and heavy unit training disturbance within the maneuver corridors and review training land sustainability.
2. Review impacts and severity of disturbance related to wet or dry season training.
3. Document poorly marked avoidance areas needing marking.
4. Document previously unidentified areas with the potential to negatively impact training.
5. Suggest and prioritize areas needing rest or restoration to support continued use.

3.1.7 Unforeseen Issues, Training Impacts, Assessment Needs and Analysis Support

The Cooperator will make note of military training and training land issues and impacts not addressed in the list of assessments above, and will assist with identifying potential issues, developing appropriate evaluation and monitoring techniques, evaluating the impacts of those techniques, providing summaries, reporting findings, and making associated recommendations.

3.2 Task 2. LRAM Support

In accordance with the SRP guidelines as listed in AR 350-19, the Cooperator will provide the necessary resources (except for those identified as Government furnished property or assistance) to support FHL LRAM activities and project requirements validated in the FHL Range Complex Master Plan: ITAM Work plan.

LRAM Equipment Operators will be required for the LRAM component. Support staff shall have training and experience in agronomic and heavy equipment operation and basic maintenance. Other preferred qualifications include site evaluation, application of erosion and sediment control techniques, land rehabilitation and restoration, associated BMPs to maintain and repair disturbed areas, and vegetation and fuels management. General and site-specific guidance regarding site selection, land rehabilitation priorities, techniques and BMPs will be provided by FHL ITAM staff. The Cooperator shall collaborate with the FHL ITAM staff and/or POC to best achieve installation training land and sustainability objectives.

Potential activities and projects to be supported are below:

3.2.1 LRAM/TLRP Implementation.

- Large-scale (>0.5 acre) erosion control sites: design and implement restoration activities on pre-existing erosion sites that threaten water quality or are a hazard to training.
- Small scale (<0.5 acre) 'Rapid Response' erosion control sites: design and implement restoration activities on erosion sites that pose an immediate hazard to training.
- Seibert stake placement, maintenance, and removal. The placement of highly reflective warning stakes used to demarcate any of the erosion control projects.
- Native seed collection: harvest, clean and properly store native needle-grass seed (*Stipa cernua* and *S. pulchra*) to be used in erosion control activities.
- Document restoration activities with before and after records/pictures to be used for monthly and annual reports and monitoring purposes.
- Identify and document additional large-scale and emergency response sites through field assessments. Typically, up to five (5) large-scale sites are identified, documented, and incorporated into the inventory annually.

3.2.2 Site Capping.

- Seibert stake placement, maintenance, and removal. The placement of reflective warning stakes used to demarcate the cultural site capping projects.
- Document site capping activities with before and after records/pictures to be used for monthly and annual reports and monitoring purposes.
- Incorporate one (1) large scale site in scopes of work annually until eligible archeological sites within the maneuver corridor are documented.

3.2.3 Vegetative Fuel Reduction.

- Mechanical control methods shall be used to reduce fuel loads at permanent and temporary training sites.
- Chemical control methods shall be used to reduce fuel loads at permanent

training sites where mechanical treatments present safety hazards. All pesticides shall be used in accordance with the product label, and Federal and State regulations. Project completion requirements are detailed in Section 3.

- Document fuel reduction activities with before and after records/pictures to be used for monthly and annual reports as well as for future reference.

3.2.4 Tactical Concealment Restoration.

- Plant sixty (60) Valley Oak Trees annually in the training areas to restore native tactical concealment.
- Maintain planted oaks by watering once a month (April to September) and performing vegetation management around the oaks.
- Collect, process, and grow Valley Oak Trees from locally sourced acorns in the ITAM greenhouses.
- Document Tactical Concealment Restoration activities with before and after records/pictures to be used for monthly and annual reports, and for monitoring purposes.

3.2.5 Maneuver Trail Access.

- The LRAM staff will perform removal of downed trees on maneuver trails as necessary. Heavy equipment and/or chains may be used. This task will open training area access and prevent future erosion issues.

3.2.6 Natural Resource Restoration Equipment Operation.

- The LRAM staff shall perform daily preventative maintenance and operate Government owned vehicles and natural resource restoration equipment including, but not limited to hydro mulchers, aero mulchers, farm tractors, dozers, and small multi-terrain loaders and associated work tools such as backhoes, augers, 6-way blades, and tillers, etc.
- The LRAM staff shall also use power and manual hand tools on various projects.

3.3 Task 3. SRP GIS Support

The Cooperator will provide geospatial technical support to the FHL ITAM program. The Cooperator will develop and manage GIS data, perform analyses, and develop maps and other products to support ITAM operations. The program also aims to support military training while minimizing impacts to sensitive resources and promoting sustainable use of training lands. The Cooperator will actively work with other ITAM team members to support project requirements. Geospatial data priorities and activities will be determined by the FHL POC and or ITAM Coordinator or designated federal staff. This support also requires occasional field work to assist with ITAM activities and create, update, and validate geospatial data. The GIS data provides management tools and environmental limitations maps for Army training operations, recreational, and community use.

Cooperator personnel supporting this task should have prior experience with land management/natural resources in a military setting, and possess a Bachelor's or Master's degree in Geography, GIS, or equivalent.

4 QUALIFICATIONS

Project Manager / Principal Investigator – The Cooperator should provide a Project Manager or Principal Investigator with at least 5 years of experience at an installation as an ITAM, RTLA, or LRAM Coordinator. The Cooperator will provide a Project Manager with Bachelor of Arts or Sciences degree (Masters of Art or Science preferred) from an accredited college or university in a relevant field (e.g. environmental science, biology, forestry, etc.). A resume for the Project Manager will be submitted with the proposal package.

5 GOVERNMENT FURNISHED PROPERTY AND ASSISTANCE

- Heavy equipment and accessory equipment for land maintenance/repair activities and its repair, including maintenance supplies; trailer, truck and licensed (i.e., CDL) driver to transport heavy equipment to field sites.
- Use of office space, equipment, computers, supplies, and telephone access for all official duties related to the cooperative agreement will be provided by FHL.
- Project vehicle support for the LRAM component will be provided by the government. Cooperator support staff shall use provided vehicles and will be responsible for their security and reporting maintenance and repair needs.
- Information. FHL shall provide copies of, or access to, all data files, maps, aerial photography, satellite imagery, studies and reports available at FHL that are relevant to the field work and analyses.

6 COOPERATOR/NFE RESPONSIBILITIES

- The Cooperator's RTLA support component will provide Personal Protective Equipment (PPE), office supplies, field materials and supplies for the execution of the tasks (e.g., data collection devices, GPS, tools and field supplies for the measurement and recording of site information).
- The Cooperator's LRAM component will provide PPE, office supplies and personal field materials and supplies when necessary for safety as well as supplies and materials for the execution of the tasks including, but not limited to, hand/power tools, field supplies for the measurement and recording of site information, as well as bulk supplies and materials such as seed, soil amendments and erosion and site stabilization materials and supplies.
- The Cooperator's SRP GIS component will provide PPE, office supplies and field materials and supplies for field data collection. The Cooperator will be responsible for providing computer peripherals and accessories, software licensing, and satellite imagery as needed.
- The Cooperator will provide a 4X4 vehicle and associated, insurance, gasoline, and maintenance/repairs to be shared by the Cooperator's RTLA and SRP GIS support personnel.
- Computer laptops (three) on a 4-year replacement cycle to facilitate download, Quality Control (QC) management of field data and transfer to military networks.

- Occasional travel and training expenses for support staff may be necessary to support all subtasks, including technical training, collaboration with other entities, and occasional travel to PRFTA. Training may be related to safety and skill development related to equipment and motorized tool operation, erosion and sediment control best practices, and other support-related training or professional development. Such training may involve in-state or out-of-state travel, with training events coordinated through the FHL PM.

7 WORKPLACE HAZARDS

Cooperator personnel working at FHL may be required to work under conditions that expose them to potential hazards, many of which are unique to military installations. Tasks that employees may be required to perform that have associated risks include, but are not limited to:

- Travel in government passenger vehicles and trucks, as a driver or passenger.
- Travel in military wheeled and tracked vehicles.
- Travel in military and private aircraft, fixed wing and rotary wing.
- Travel in vehicles on unpaved roads and off-road.
- Travel on public transportation.
- Field work in rough and remote terrain in weather extremes such as thunderstorms, high heat and humidity, severe cold, and wind.
- Field work in the proximity of unexploded ordnance.
- Field work in the proximity of military training exercises.
- Exposure to stinging and biting insects, ticks, spiders, venomous snakes, poisonous plants, spines and thorns.
- Control and suppression of prescribed burns and wildland fires.
- Use of power equipment such as chain saws, weed cutters, wood chippers, trucks, tractor equipment, aero and hydro mulchers, etc.
- Use of hand tools such as axes, rakes, shovels, brush cutters, machetes, and saws.
- Use of heavy equipment such as tractors and front-end loaders, etc.
- Exposure to hazardous chemicals used for invasive weed control or other site management.
- Potential exposure to wildlife and wildlife disease organisms.

8 PERIOD OF PERFORMANCE

The base period of performance is twelve (12) months from date of award.

8.1 Up to six (6) additional follow-on periods (12-month PoP for each follow-on period) of support pending Cooperator performance and available funding.

9 POINTS OF CONTACT

USACE Project Manager:

Brian Hesford
Phone: (402) 200-8268
Email: brian.d.hesford@usace.army.mil
Fort Hunter Liggett Technical POC:
Arthur Hazebrook
AMIM-HLO-T/ITAM
BLDG. 331 Hunter Liggett Road
Fort Hunter Liggett, CA 93928
Phone: 831-386-2305
Email: arthur.w.hazebrook.civ@army.mil

10 DELIVERABLES

10.1 RTLA Deliverables

- Draft and final annual report describing program activities and assessment methods, results and recommendations for the preceding fiscal year will be provided no later than 1 November (Draft) and revised within 30 days of receipt of FHL POC comments.
- RTLA spatial and non-spatial data shall be delivered to the FHL POC periodically or downloaded and managed on the military network as it is collected.
- Monthly Progress Reports to be provided to the FHL POC and U.S. Army Corps of Engineers (USACE) Project Manager (PM) by the 5th of each month.

10.2 LRAM Deliverables

- Draft and final annual report describing all activities, methods, results, and recommendations for the preceding fiscal year will be provided no later than 1 November (Draft) and revised within 30 days of receipt of FHL POC comments.
- GIS and other data will be delivered to the FHL POC periodically or managed on the military network as it is collected.
- Monthly progress reports to be provided to the FHL POC and USACE PM no later than the 5th of each month.

10.3 SRP GIS Deliverables

- Draft and final annual report describing all SRP GIS activities, methods, results, and recommendations for the preceding fiscal year will be provided no later than 1 November (Draft) and revised within 30 days of receipt of FHL POC comments.
- Monthly progress reports to be provided to the FHL POC and USACE PM no later than the 5th of the month.

- Update and delivery of geospatial data that is compliant with the standards of the Federal Geographic Data Committee (FGDC) and Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) on a quarterly or other basis as directed by the FHL POC, the Army SRP GIS Support Center, or others.
- Data creation and management associated with other ITAM activities and projects on federal storage systems.

11 POST AWARD & INVOICE PROCESS

11.1 Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: 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.

11.1.1 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

11.1.2 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.

11.1.3 SF270 Request for Advance or Reimbursement

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

11.1.3.2 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, however, must be submitted in pdf format otherwise will be rejected.

11.1.4. SF-PPR Standard Form-Performance Progress Report: The cooperator will 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.

11.2 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 or found at: <https://www.grants.gov/forms>

12 OTHER

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 compliance with 2 CFR 200.313 “Equipment”, 200.314 “Supplies”, and 200.315 “Intangible Property” which includes use of research data.