



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

8 July 2025

**REQUEST FOR STATEMENT OF INTEREST  
W9126G-25-2-SOI-4849**

***Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions:*** Colorado Plateau/Hawaii-Pacific Islands/Californian CESU Regions.

**PROJECT TITLE:** Integrated Natural Resources Management Plan (INRMP) and Integrated Cultural Resources Management Plan (ICRMP) Implementation Support for United States Marine Corps (USMC) I&L/Marine Corps Installations Command (MCICOM), MCI-Pacific (MCIPAC), and Marine Corps Base (MCB) Hawaii.

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 recipient's CESU Joint and Cooperative Agreement (also known as the 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 **\$677,330** 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 period of the agreement will extend 18 months from the date of award. There may be up to six (6) 18-month Follow-On (FO) 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, CESU Region, and Contact

Information (Email)

2. Brief Statement of Qualifications (including):
  - a. Biographical sketch of the Principal Investigator, NEPA Subject Matter Expert, Natural Resources Manager, and Cultural Resources Manager. The biographical sketch shall 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 (SOI) are due by **2:00 P.M., Central Time, on 7 August 2025** via email to the parties listed below.
2. Direct questions no later than **14 calendar days from RSOI posting** date to the parties listed below.

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**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:** RSOIs 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.

**TO BE ELIGIBLE FOR AWARD, THE RECIPIENT AND ANY PROPOSED SUBRECIPIENTS AND CONTRACT VENDORS MUST HAVE AN ACTIVE NIST SP-800-171 DOD ASSESSEMENT (PERFORMED WITHIN THE LAST 3 YEARS).**

**Additional details are provided as a separate attachment to this document.**

Thank you for your interest in our Cooperative Agreements Program.

VENDEMIA.CHERYL.R.1362077997  
Y.L.R.1362077997  
CHERYL R. VENDEMIA  
Grants Officer

Digitally signed by  
VENDEMIA.CHERYL.R.1362077997  
Date: 2025.07.08 15:47:17 -04'00'

Attachment: Statement of Objectives

**STATEMENT OF OBJECTIVES (SOO)**  
**Integrated Natural Resources Management Plan (INRMP) and Integrated Cultural**  
**Resources Management Plan (ICRMP) Implementation Support**  
**for**  
**United States Marine Corps (USMC) I&L/Marine Corps Installations Command**  
**(MCICOM), MCI-Pacific (MCIPAC), and Marine Corps Base (MCB) Hawaii**  
COOPERATIVE AGREEMENT NO.: TBD  
07 JULY 2025

## **1.0 PURPOSE**

The United States Marine Corps (USMC) I&L/ Marine Corps Installations Command (MCICOM), MCI-Pacific (MCIPAC), and Marine Corps Base Hawaii (MCBH) requires technical assistance that will focus primarily on Integrated Natural Resources Management Plan (INRMP) and Integrated Cultural Resources Management Plan (ICRMP) as required by federal and state environmental regulations, Marine Corps policy and guidance. This SOO requires technical assistance for the USMC I&L/MCICOM, MCIPAC, and MCBH, through a Cooperative Agreement (CA) between the Recipient, and U.S. Army Corps of Engineers (USACE). The objectives of these task requirements are to meet goals and objectives established in the MCBH INRMP and ICRMP. The Recipient will provide data-driven analyses, draft documents, and expert recommendations that enhance MCB Hawaii environmental planning and natural resource management. This effort ensures compliance with the Sikes Act (16 U.S.C. 670 et seq.) and other environmental statutes, while maintaining the sustainability of military lands and readiness for future mission needs.

## **2.0 AUTHORITY**

2.1 This cooperative agreement will be awarded using the following authorities

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

Pursuant to 16 U.S.C. § 670(c) (1), a cooperative agreement may be used 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.), applicable implementing regulations, Army Regulations 200-1, and any other applicable regulatory

guidelines. In general, 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.

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, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)
- 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 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 **MCICOM, MCIPAC** further (hence DoD) agrees to provide substantial involvement as directed under the appropriate master agreement to include, but are not limited to, the following:

- **MCICOM, MCIPAC** is involved in development of data gathering, analysis, and/or report writing.
- **MCICOM, MCIPAC** actively participates and collaborates in carrying out the agreement work, reviews and approves activities as well as assist in training project staff.
- **MCICOM, MCIPAC** incurs in-kind or direct expenditures in carrying out the activities specified in the agreement. Examples include, but are not limited to, the following:
  - Providing computing services
  - Providing staff time to work on the project.

### 3.0 DESCRIPTION OF OBJECTIVES

Planning and decision support contribute to making sound decisions regarding public land use, natural and cultural resource management, military training impacts, project siting, and mitigation measures. USMC Requests for Environmental Impact Review (REIR) and Categorical Exclusion (CATEX) Decision Memorandums, Environmental Assessments (EA), and to a lesser extent, Environmental Impact Statements (EIS) are routinely necessary on public and military lands prior to initiating siting projects and activities, testing and training exercises, and implementation of resource management activities. These NEPA reviews 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 studies and documentation.

Planning and decision support will also include NEPA analyses and required regulatory discussions before initiating project siting or activities, testing and training exercises, and implementation of resource management activities when such actions use federal funds. Primary focus will be U.S. Marine Corps actions supporting Force Design and the Pacific rebalance. NEPA analysis requires collection and evaluation of large amounts of supporting data and technical assistance to be provided under this agreement, including the collection, review, and analysis of data; assistance with preparation of required documents; and support of all aspects of the NEPA process, to include public meetings and discussions with Native Hawaiian Organizations (NHO). Planning and decision support will include programmatic and technical assistance for USMC NEPA, Natural Resources, and Cultural Resources programs authorized by Sikes Act, the Endangered Species Act (ESA), Marine Mammals Protection Act (MMPA), Magnuson-Stevens Fisheries Act, National Historical Preservation Act (NHPA), Archaeological Resources and Protection Act (ARPA), Native American Graves Protection and Repatriation Act (NAGPRA), and Executive Order 12114, "Environmental Effects Abroad of Major Federal Actions."

Management of natural, cultural, and training resources within the USMC I&L/MCICOM Environmental Management Program (EMP) 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, interdisciplinary approach that provides for collection and analysis of data from various programs within the EMP, and inclusion of findings in a decision support framework that crosses program boundaries. This agreement will facilitate sustainability planning at the headquarters, region, and installation levels by providing for integrated data management and analysis, cross-program coordination, and integration of

resources planning processes focused on sustainment of the military training mission.

The Cooperator will provide non-personal services technical assistance for the following:

### **3.1 TASK 1: MCB Hawaii NEPA Compliance**

This task provides technical support for environmental planning requirements and NEPA compliance specifically related to the implementation of INRMP actions and projects identified in the MCBH INRMP Update (2023–2027) and its appendices.

As noted in Section 2.7, 7.0 and Table 2-2 of the INRMP, many INRMP management actions require site-specific NEPA reviews, Section 7 ESA discussions, Essential Fish Habitat (EFH) discussions, and/or Clean Water Act permitting for lawful and effective implementation.

The Cooperator will provide technical assistance to:

- Assist in the preparation and review of CATEX Decision Memos, Environmental Assessments (EAs), and Environmental Impact Statements (EISs) for INRMP-driven projects, including but not limited to wetland restoration, endangered species management, shoreline protection, and invasive species control. Example projects include the Nu‘upia Hema and Salvage Yard Wetland Restorations and the H3-Kāne‘ohe Bay Invasive Vegetation Removal Project (INRMP Table 2-2). This work ensures that all proposed actions—particularly those affecting natural or cultural resources—comply with NEPA while directly supporting installation sustainability and mission readiness.
- Provide technical expertise and subject matter support to USMC I&L/MCICOM, MCIPAC, and MCB Hawaii for environmental planning and NEPA compliance requirements. This includes ensuring that NEPA documentation aligns with the goals and objectives of the INRMP, Integrated Cultural Resources Management Plan (ICRMP), and applicable Marine Corps Orders (e.g., MCO 5090.2).
- Conduct thorough technical reviews of NEPA-related documents to help verify consistency with the Sikes Act, NEPA, the INRMP, and cultural resource protection laws such as the National Historic Preservation Act (NHPA). Recommend revisions or alternatives as needed to maintain compliance and ecological integrity.
- Provide technical assistance at interagency and internal meetings relating to NEPA planning for proposed actions supported by MCIPAC and MCB Hawaii. Offer expert guidance on streamlining NEPA compliance while ensuring that both ecological and cultural resource impacts are appropriately addressed and mitigated.

- Assist with NEPA documentation for Force Design-related projects, ensuring that proposed changes to land use or infrastructure are analyzed for potential impacts to endangered species, sensitive habitats, traditional cultural properties (TCPs), archaeological sites, and historic structures.
- Support the integration of Department of the Navy's NEPA streamlining strategies by consolidating stakeholder comments, providing recommended responses, and assisting with reconciling draft documentation with broader environmental management frameworks including INRMPs and ICRMPs.
- Support reviews under Executive Order 12114 for major Federal actions outside the U.S., U.S. territories, and possessions, ensuring environmental analyses reflect ecological and cultural sensitivities in accordance with Marine Corps environmental planning standards.
- Assist action proponents and project managers with the development of Requests for Environmental Impact Reviews (REIRs) to ensure proposed actions are fully evaluated under NEPA and other applicable environmental statutes. Ensure recommendations are integrated early in the planning process.
- Assist with the sharing of best practices and lessons learned across Force Design and INRMP implementation efforts at other USMC installations. Emphasize the strategic benefits of integrated NEPA-INRMP-ICRMP coordination for mission readiness and resource protection.
- Assist in the development of timely, technically sound draft responses to Requests for Information (RFIs) regarding environmental and cultural resource planning, demonstrating transparency, defensible decision-making, and alignment with Sikes Act mandates and Marine Corps environmental policies.

### **3.2 TASK 2: MCB Hawaii Natural Resources Compliance (Optional)**

This task provides technical assistance in support of the implementation of the MCBH INRMP. All tasks under this section are directly tied to the INRMP's goals and objectives outlined in Section 7.0 and are designed to support mission readiness while ensuring legal compliance and environmental stewardship.

The Cooperator will assist the MCBH Natural Resources Program by providing technical services to support, conserve, protect, rehabilitate, and enhance the natural resources of MCB Hawaii in alignment with the INRMP.

The Cooperator will provide technical assistance to:

- Support the protection and management of coastal and marine resources, threatened and endangered species, wetlands, and fish and wildlife habitats, consistent with INRMP Sections 7.1, 7.2, and 7.4.

Tasks may include conducting wildlife surveys (e.g., Wedge-tailed Shearwaters, Hawaiian Coot), documenting monk seal haul-outs, installing protective fencing and signage, assisting with sea turtle nest protection, conducting beach clean-ups, and participating in outreach or interpretive events related to INRMP objectives.

- Conduct technical reviews and provide written summaries of NEPA and natural resource concerns associated with approximately 25 proposed actions annually. These reviews will focus on consistency with INRMP goals and recommend edits, mitigations, or alternative approaches where necessary.
- Support the development of the INRMP Annual Implementation Progress Report by collecting data, synthesizing monitoring results, reviewing management activity reports, and preparing draft summaries for regulatory partner review (USFWS, DLNR, NOAA).
- Conduct targeted research and comparative analysis of natural resource management practices used on other DoD installations, identifying strategies or tools that can inform INRMP implementation at MCB Hawaii.
- Provide subject matter expertise (SME) during meetings with internal stakeholders and external agencies (e.g., USFWS, SHPD, NOAA) related to INRMP implementation, NEPA compliance, and resource planning.
- Support wildlife and habitat management efforts under INRMP Objective 7.1.1 by assisting with inventory, monitoring, and documentation of species and habitats, including data entry and coordination with GIS support staff.
- Assist with wetland management activities described in INRMP Section 7.2, including delineation updates, habitat condition assessments, vegetation monitoring, and implementation of restoration activities such as those at Nu'upia Hema and the Salvage Yard Wetland.
- Contribute to invasive species control and vegetation management efforts in accordance with INRMP Objectives 7.5.1 and 7.5.3. Example tasks include assisting with H3-Kāne'ōhe Bay invasive vegetation removal, participating in volunteer events, or supporting landscape management actions that promote endangered species habitat.
- Support monitoring of coastal and marine biological resources and physical conditions (e.g., shoreline erosion, intertidal species) consistent with INRMP Section 7.4. Activities may include field data collection, assisting with eDNA studies, and habitat mapping.
- Assist in preparing timely, accurate, and technically sound responses to Requests for Information (RFIs) and external data calls related to INRMP goals, natural resources compliance, and base conservation initiatives.

### **3.3 TASK 3: MCB Hawaii Cultural Resources Compliance (Optional)**

This task provides technical assistance to support the management, compliance, and preservation of cultural resources aboard MCBH in accordance with federal historic preservation laws, Department of Defense (DoD) guidance, and Marine Corps policy. This work also supports broader environmental stewardship under the Sikes Act (16 USC 670c-1) and complements the goals of the INRMP through coordinated cultural and natural resource planning.

All activities under this task are conducted in alignment with the Integrated Cultural Resources Management Plan (ICRMP) for MCBH and support implementation of long-term preservation strategies.

The Cooperator will provide technical assistance to:

- Support project compliance with Section 106 (54 USC § 306108), Section 110 (54 USC §§ 306101–306102) of the National Historic Preservation Act (NHPA), Native American Graves Protection and Repatriation Act (NAGPRA), and Department of the Navy (DON) and Marine Corps environmental policies, including DoDI 4715.16. Work includes technical review of projects and coordination with proponents to ensure undertakings avoid, minimize, or mitigate adverse effects to historic properties.
- Review cultural resources reports and data for proposed USMC actions. Review written summaries identifying key compliance concerns and recommended actions to ensure conformance with Section 106 procedures. Approximately 25 reviews per year are anticipated, supporting MCBH's ongoing maintenance and modernization activities.
- Assist in monitoring proposed alterations to historic buildings (e.g., Hangar 103, Bachelor Officer Quarters, or other facilities listed in the MCBH Historic Context Study) to help ensure that future actions support long-term preservation and align with the MCBH ICRMP and Secretary of the Interior's Standards.
- Assist in preparation, review, and delivery of cultural resources technical reports and public presentations to internal audiences (e.g., base engineers, planners, legal counsel) and external stakeholders (e.g., Native Hawaiian Organizations (NHOs), local heritage groups, community organizations, and educational institutions).
- Assist MCBH personnel with the annual Environmental Management Review by providing data and recommended narrative summaries on Cultural Resources Program implementation, successes, challenges, and upcoming priorities.
- Conduct research to identify feasible design alternatives or mitigation options that allow projects to proceed while maintaining cultural integrity. Document findings in written reports and recommend compliance pathways consistent with Section 106 regulations, 36 CFR Part 800, and other applicable laws.

- Provide technical expertise at meetings, workshops, or discussions regarding undertakings that may affect cultural resources.
- Assist with implementation of Force Design initiatives early in the planning process by reviewing new construction, demolition, and infrastructure modifications for assessment of cultural impacts.
- Provide general cultural resources program support, such as assisting with stakeholder discussion materials, contributing to outreach content, conducting field inspections and monitoring (e.g., pre-ground disturbance surveys or inadvertent discovery support), and identifying opportunities to improve resource tracking and reporting tools.
- Provide recommendations to project proponents and base personnel on cultural resources considerations for proposed actions, ensuring early identification of potential impacts and integration of appropriate compliance strategies.
- Assist with sharing of lessons learned, tools, and process improvements with other USMC and DoD cultural resource professionals to strengthen program consistency and innovation.
- Assist in preparing timely and technically sound responses to Requests for Information (RFIs) regarding proposed actions that may affect archaeological sites, traditional cultural properties, or historic structures at MCBH.

This cultural resource compliance support is an integral component of MCBH's broader environmental responsibilities under the Sikes Act and aligns with the installation's INRMP goals for holistic environmental management.

#### **4.0 TRAVEL**

The Cooperator will provide technical support on location for the following reasons:

- Technical assistance or site visits for a proposed action
- Technical assistance or site visits for resource surveys or management

Occasional travel is required (approximately 10%) that may include, but are not limited to, the following destinations on Hawaii: Pacific Missile Range Facility (PMRF), other training ranges, other DoD locations, agency offices, etc.

#### **5.0 QUALIFICATIONS**

NEPA Subject Matter Expert (SME) should have experience preparing and reviewing environmental assessments (EAs) and environmental impact statements (EISs) in accordance with the National Environmental Policy Act (NEPA). The individual should have a background in environmental science, planning, or a related field. Strong writing and analytical skills are essential, along with demonstrated knowledge of environmental regulations such as the Endangered Species Act and the National Historic Preservation Act. The SME

should be capable of coordinating with agencies, stakeholders, and the public throughout the environmental review process.

Natural Resources Manager should have a degree in biology, ecology, environmental science, or natural resource management. The individual should be experienced in managing wildlife, habitats, wetlands, invasive species, and/or forestry programs. Required skills include conducting field surveys, implementing habitat restoration, monitoring species, and applying conservation strategies. The manager should be knowledgeable in relevant environmental laws and possess skills in data analysis and GIS.

A Cultural Resources Manager should have a degree in archaeology, anthropology, or history, with relevant coursework and field experience in cultural resource management. The individual should be skilled in identifying and documenting historic and archaeological resources and ensuring compliance with applicable preservation laws. The role requires experience coordinating with Native American tribes, preservation offices, and other stakeholders. Strong research abilities and technical writing skills are essential.

## **6.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

USMC POC will coordinate office space, workspace with desk, administrative and field supplies, local and long-distance telephone service, computer, and network access (where available). Cooperators are expected to live on Oahu and are expected to report to regular duty (MCB Hawaii) in their own vehicle.

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.

## **7.0 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 (18-month) follow-on periods will be considered for this cooperative agreement. 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.

## 8.0 PERIOD OF PERFORMANCE

- Base Period (Task 1): 18 months, start date to be identified in the award.
- Base Period (Tasks 2 & 3 - Optional): 18 months, exercisable any time prior to the end date of the Base Period (Task 1).
- Follow-on Periods 1-6 (Task 1): 18 months each and must exercise prior to expiration of the previous period.
- Follow-on Periods 1-6 (Tasks 2 & 3 - Optional): 18 months each, exercisable any time prior to the end date of their respective Task 1 period.

## 9.0 COORDINATION

USACE RPEC  
Greg Bonnell  
Project Manager  
Regional Planning and Environmental Center  
U.S. Army Corps of Engineers-Fort Worth District (physically in Tulsa, OK)  
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## 10.0 DELIVERABLES

Progress Reports - One (1) typed letter report describing progress on the project. The report is due on the last day of the third month (quarterly). Transmit via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Submit invoices for partial payment 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.

- Number of days, locations, and activities in travel status
- List of plans, reports, briefings, and other documents prepared or reviewed
- List of meetings attended including purpose/objective, attendees, and action items
- List of major action item support and taskers accomplished
- Status of project progress, problems identified, solutions implemented, and schedule adjustments if appropriate
- Any critical communications not reported in other section

Monthly teleconference progress briefings with USACE/MCB Hawaii POCs.

Annual Inventory – Federally owned property - an annual inventory listing 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 – SWF and MCB Hawaii. Annual Inventory – Property records for Acquired Property purchased with funding from award must be maintained to 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 and MCB Hawaii.

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. For each Task, the report shall summarize work accomplished for the Task. USACE and MCB Hawaii POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

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. For each Task, the report shall summarize work accomplished for the Task. USACE and MCB Hawaii POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

Final Project Report. One (1) paper copy of the final report, incorporating USACE and MCB Hawaii POC review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of DOD POC comments. Additionally, one (1) copy of the final report shall be submitted in a MS Word file(s), on digital media.

Submittal schedule for other deliverables will be determined at the kick-off meeting and on an as-needed basis.

## **11.0 POST AWARD REQUIREMENTS and DOCUMENTS**

11.1. 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.

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**.

<b>Quarters</b>	<b>Invoice pkgs due No Later Than (NLT):</b>
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, 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/>.**

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](mailto: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 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)

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](mailto:swf-cesu-invoice@usace.army.mil) or found at: <https://www.grants.gov/forms>.

**12.0 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%).**

**13.0 Any resulting cooperative agreement will be subject to 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.**

**END OF STATEMENT OF OBJECTIVES**