

FUNDING ANNOUNCEMENT

US Army Corps of Engineers
Kansas City District

Cooperative Agreement for Research and Program Assistance at DoD Installations
Supported by the Kansas City District

NWK-14-0001

Full Proposal Deadline:

Must be received no later than 1600 hours CST
13-JUN-14

US Army Corps of Engineers
Kansas City District
601 East 12th Street
Kansas City, MO 64106
ATTN: CT-H

Overview

Federal Agency Name

US Army Corps of Engineers, Kansas City District

Funding Opportunity Title

Cooperative Agreement for Research and Program Assistance at DoD Installations Supported by the Kansas City District

Funding Opportunity Number

NWK-14-0001

Catalog of Federal Domestic Assistance (CFDA) Number(s)

12.300 Basic and Applied Research

Dates

Proposals must be received by 13-JUN-14

Executive Summary

The US Army Corps of Engineers, Kansas City District intends to enter into a broad Cooperative Agreement with qualified Non-Profit Educational Institution (s) / Universities for a period of performance not to exceed (NTE) five (5) years, to collect, analyze, and apply environmental and cultural resource data; and implement land rehabilitation, environmental remediation support, and maintenance for optimal management of military lands under control of the Department of Defense (DoD) in the Kansas City District.

I. Funding Opportunity Description

This announcement seeks proposals from qualified Non-Profit Educational Institutions / Universities for environmental research and program support at numerous DoD installations supported by the Kansas City District. Assistance under this cooperative agreement includes providing data collection and program support for the Sikes Act, National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Fish and Wildlife Coordination Act (FWCA), Endangered Species Act (ESA), Clean Water Act (CWA), Safe Drinking Water Act (SDWA), Clean Air Act (CAA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Toxic Substances Control Act (TSCA), the Resource Conservation and Recovery Act (RCRA), and equivalent state programs applicable at the installations.

A central purpose of the cooperative agreement is to provide assistance to promote stewardship of environmental, natural, and cultural resources in support of applicable environmental laws and regulations on military lands. Therefore, proposals must address the technical approach and capability to provide natural resource management and promote sustainable environmental conditions on military lands and waters which improve environmental quality that extend to the neighboring civilian communities and watersheds.

II. Award Information

Through competition, the Kansas City District intends to award an estimated \$15,000,000 over a five year period of performance. The Government will periodically place orders for assistance to promote stewardship of environmental, natural, and cultural resources in support of applicable environmental laws and regulations on an installation, including State-owned National Guard installations. The period of performance for each assistance order will vary, but will typically not exceed one year in duration. A host University and additional qualified Non-Profit Educational Institution / University partners may be awarded assistance agreements under this announcement.

In FY13, approximately \$1,500,000 was awarded through various grants and cooperatives agreements for environmental research and program support at Fort Leonard Wood, Missouri. It is anticipated research and program support opportunities will increase by allowing other DoD installations supported by the Kansas City District to utilize the cooperative agreement.

The Kansas City District will be substantially involved including collaboration, participation, or intervention in the program or activity to be performed under the award. It has been determined a broad scale cooperative agreement is appropriate under §22.215 “Distinguishing Grants and Cooperative Agreements”.

Before an assistance order is placed, the grants officer shall make a positive judgment that assistance under this cooperative agreement, rather than a procurement contract, is the appropriate instrument.

III. Eligibility Information

1. Eligible Applicants

This competition is open only to accredited U.S. institutions of higher education with degree granting programs in science, environmental programs, and/or engineering.

Proposals are encouraged from Historically Black Colleges and Universities and Minority Serving Institutions (HBCU / MSI), which are accredited U.S. postsecondary institutions that have been designated as MSIs by the Department of Education. However, no funds are specifically allocated for HBCU / MSI participation.

2. Cost Sharing

Cost sharing or matching is not required.

3. Dun and Bradstreet Universal Numbering System (DUNS) number and System for Award Management (SAM)

Because the Central Contractor Registration (CCR) has been consolidated with other Government-wide systems into the new SAM, the requirements in 2 CFR part 25 related to CCR are now SAM requirements, as described in the following subparagraphs a and b:

(a) Each applicant [unless it has an exception approved by the agency under 2 CFR 25.110(d)] is required to:

- i. Be registered in SAM (www.sam.gov) prior to submitting its application [NOTE: Each applicant should verify that its CCR registration migrated over to SAM correctly well before the proposal submission deadline so that there is time to remedy any problem with the migration that would preclude the applicant's submission of a proposal. For any questions related to SAM registrations, please contact the Federal Service Desk at 866-606-8220 or <https://www.fsd.gov>;
 - ii. Provide a valid DUNS number in its application; and
 - iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency. In order for a recipient of an award resulting from this announcement to receive payments under the award, it must maintain a current SAM registration through final payment.
- (b) An agency receiving an application may not make an award to the applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the agency is ready to make an award, the agency may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

IV. Application and Submission Information

1. Address to Request Application Package

This announcement contains all information that is needed to submit a proposal.

2. Content and Form of Application Submission

The Kansas City District is primarily interested in accredited U.S. institutions of higher education that have the background, technical, and program management capability to perform research to provide environmental support and assistance at military installations. For this reason, the proposal must adequately describe the goals of the research and program information so that judgments can be made on relevance to DoD goals. A complete proposal consists of these elements:

Standard Form 424 R&R (SF-424 R&R) as a cover page (can be downloaded at <http://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1>)

The project abstract and narrative, which are attachments to the SF-424 R&R.

Research and Related (R&R) Budget Form OMB Number: 4040-0001 (can be downloaded at <http://www.grants.gov/web/grants/forms/r-r-family.html#sortby=1>)

Proposals shall be submitted in two (2) hardcopies; one marked original and one marked copy. In addition, one electronic copy in pdf format which includes all attachments of proposals shall be submitted.

Page limitations shall include all typewritten text pages for the abstract and project narrative, figures, etc. The total combined number of pages of the proposal shall not exceed **25 pages**. Compliance with the page count limits shall be verified via the hardcopy. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal.

Each page shall be counted except the following: SF 424 forms, R&R Budget forms, cover pages, title page, executive summary, table of contents, list of tables/figures/acronyms, glossaries, or divider pages.

A page is defined as 8.5" x 11" sheet of paper or 11" x 17" for a foldout. Foldouts may be used to wherever practical to depict organizational structure, systems and layout, schedules, etc. Foldouts shall be uncomplicated and legible. The font size shall be no less than 11 point. A smaller font may be used on figures, charts, graphs, etc; however, must be legible and easily read. Pages shall be numbered.

Abstract and Project Narrative

The following items must be included in the abstract and project narrative.

- (a) Part 1 - Technical Capability: A description of three past environmental projects / programs that have been successfully completed at DoD installations that are similar in nature to the work to be performed under this Announcement.
- (b) Part 2 - Staff Qualifications and Experience: Narrative shall include the professional qualifications and education of experienced technical personnel that are proposed to be assigned to the project / program team. The following key disciplines are defined and resumes for each discipline are required in the narrative: environmental biology (flora and fauna), forestry, geology, environmental engineering, Geographic Information Systems, Environmental Management Systems, cultural resource management, water resources, air quality, and public outreach and education.
- (c) Part 3 – Program Management: The narrative shall include the conceptual approach to the overall program / project, including project management, quality control, supervision and administration, and scheduling to provide environmental program support, research projects, and studies. An organizational chart must be presented.
- (d) Part 4 – Price: The narrative shall include a hypothetical price proposal for the sample project defined in Section IX. The price proposal must be submitted on the Research & Related (R&R) Budget Form that reflects the resources available and prices for cultural resource project / program support activities at Fort Leonard Wood. The price proposal should include labor rates for full time applicable assistance staff as described in Section IV(2)(b) above. The price proposal shall include prices for overhead, any university F&A, travel, training, and equipment. Office space is not required and will be provided by the installation. Profit is not an allowable expense under a cooperative agreement.

3. Submission Dates and Times

Full proposals must be received no later than 1600 hours CST on 13-JUN-14. Late proposals past this date / time will not be reviewed or accepted and will be considered unresponsive. Acceptable proof of mailing and receipt of a proposal includes system generated tracking numbers from the United States Postal Service or other delivery companies (i.e. UPS and FedEx).

What to Submit	Required Content	Required Format	When to Submit
SF 424 R&R	Per required form	Form must be downloaded from grants.gov and all fields are required to be complete	13-JUN-14
Abstract	Described in Section IV.2 of this announcement	Described in Section IV.2 of this announcement	13-JUN-14
Narrative	Described in Section IV.2 of this announcement	Described in Section IV.2 of this announcement	13-JUN-14
R&R Budget Form	Per required form	Form must be downloaded from	13-JUN-14

		grants.gov and all fields are required to be complete	
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4. Intergovernmental Review

Not Applicable

5. Funding Restrictions

Funds under the cooperative agreement may not be used for the construction or modification of buildings, building support systems (i.e. HVAC, plumbing, electrical), or fixed equipment.

6. Other Submission Requirements

Only hardcopy submissions will be accepted that follows the format as described in Section IV.2 and IV.3 of this announcement. At this time, electronic applications will not be accepted on grants.gov. All applications must be received in hardcopy by the closing date and addressed to:

US Army Corps of Engineers
 Kansas City District
 Attn: CT-H, Chris Halterman, Grants Officer
 601 East 12th Street
 Kansas City, MO 64106

If proprietary information is submitted, we will make every effort to protect the confidentiality of the proposal and any evaluations. However, under the Freedom of Information Act (FOIA) requirements, such information (or portions thereof) may potentially be subject to release. It is the proposer's responsibility to notify the receiving agency of proposals containing proprietary information and to identify the relevant portions of their proposals that require protection. The entire proposal (or portions thereof) without protective markings or otherwise identified as requiring protection will be considered to be furnished voluntarily to the receiving agency without restriction and will be treated as such for all purposes.

V. Application Review Information

1. Evaluation Criteria

Proposals submitted under this announcement are evaluated through a merit review process. The primary evaluation criteria of equal importance, are:

- (a) Criteria 1 – Technical Capability: Preference will be given for past projects / programs that demonstrate successful completion of environmental research, environmental program support or studies which promoted military sustainability and environmental quality at a

watershed or regional scale. Higher preference will be given for previous work in the Midwest at DoD Installations.

- (b) Criteria 2 – Staff Qualifications and Experience: Preference will be given for: (1) staff that hold more than five years experience in their respective discipline; (2) staff that hold advanced degrees in their respective discipline; and (3) staff that have experience and DoD installations. Higher preference will be given for staff that hold more than 10 years of experience in their respective discipline; hold PhD or equivalent degrees; maintain professional registrations; and have experience at Midwest DoD Installations.

Professional qualifications and education of experienced technical personnel that are proposed to be assigned to the project / program team to collect, analyze, and apply environmental and cultural resource data; and implement land rehabilitation, environmental remediation support, and maintenance for optimal management of public lands under control of the DoD.

- (c) Criteria 3 – Program Management: Preference will be given to management plans that clearly and concisely address the following program management functions: Project Management, Quality Control, supervision and administration, and scheduling to provide environmental program support, research projects, and studies.

The other evaluation criterion, which of is lesser importance than the primary criteria, is:

- (d) Criteria 4 – Price: Proposals will be reviewed to determine realism and reasonableness of price, including overhead.

2. Review and Selection Process

Proposals will undergo an evaluation procedure by Kansas City District program and/or technical experts in the environmental resource areas. The Grants Officer will determine which proposal will be selected based on the evaluations of the program and other technical evaluators through a comparative analysis of the proposer's strengths and weaknesses in accomplishing the evaluation criteria described in Section V.1 above. Non-price factors, when combined, are significantly more important than cost or price. Award will be based on a trade-off.

3. Anticipated Announcement and Award Dates

Decisions are expected to be announced in July 2014, followed by acceptance/declination letters or e-mails to the proposers. Awards are expected to be in place by August 2014; this must be cited as the start date of the proposal and associated budget. Assistance agreements will be awarded by the Kansas City District as work requirements are identified, approved, and funds are available.

VI. Award Administration Information

1. Award Notices

Successful proposers will receive a separate notice (acceptance letter or e-mail as indicated in paragraph V.3 above) stating that an application has been selected (before the award is in place). The notification letter or e-mail must not be regarded as an authorization to commit or expend funds. The Government is not obligated to provide any funding until a Government Grants Officer signs the grant document and issues an assistance order under this cooperative agreement. Negotiations may result in funding levels that are lower than proposed.

2. Administrative Requirements

In keeping with the provisions of 31 USC 6306 and with the intent of this program to increase university capabilities to conduct DoD-relevant research and research-related education, title to any equipment will be vested with the university without further obligation to the government.

The Federal-Wide Research Terms and Conditions are available at <http://www.nsf.gov/awards/managing/rtr.jsp>. The Army (DOD/ ARO) and Air Force (DOD/AFOSR) Agency Specific Research Terms and Conditions are available on the same page.

VII. Agency Contacts

For questions relating to grants or the submission package, please contact the Grants Officer, Mr. Chris Halterman; delos.c.halterman@usace.army.mil; 816-389-3278.

For questions relating to the programmatic, technical, or installation information, please contact the Project Officer, Mr. Kale Horton; kale.e.horton@usace.army.mil; 816-389-3656.

Questions regarding full proposal submission should be submitted **not later than two weeks before the due date for receipt of full proposals**. Questions received after this date may not be answered.

VIII. Additional Information

1. Only grants officers are legally authorized to bind the government.
2. Responses should reference Program Announcement NWK-14-0001.
3. All submitted proposals under this Announcement will remain valid up to one year after the deadline for receipt of proposals.

IX. Sample Assistance Agreement Scope of Work

1. General: This sample project is intended to illustrate a scenario of work performed at Fort Leonard Wood to enable the government to evaluate price proposals. This is not to be considered an actual assistance order and is only intended to aid in the development of a price proposal.
2. Project Name: Cultural Resources Management Support
3. Project Location: Fort Leonard Wood, Missouri

4. Assistance Agreement Scope of Work: The period of performance for the following tasks will be for one year. To perform the required work, the University shall provide all professional staff, support staff, and specialists necessary to plan, supervise, perform, and report the required work.
 - (a) The University shall furnish all labor, transportation, fuel, supplies, computer equipment, and material necessary to perform the services required. The University shall also provide adequate professional supervision to assure the accuracy, quality, and completeness of all work required under this assistance agreement. Fort Leonard Wood will provide the necessary physical facilities to conduct the tasks specified in this scope of work, including telephone, and access to any computer networks and websites necessary to complete these tasks. Some of this work can be done remotely and not require the physical presence on a daily basis.
 - (b) The University shall implement the Installation Cultural Resources Management Plan (ICRMP). University staff shall identify areas where the ICRMP requires refinement or extensive modification, and shall develop draft language for those changes to the plan. Where possible, the University shall implement those revisions in order to assess their impact on the overall performance of the ICRMP. The University should update the ICRMP to reflect all work (including archaeological survey, testing, monitoring, NAGPRA compliance, etc.) accomplished during the period covered by this scope of work.
 - (c) The University shall prepare a written report that details the Cultural Resource Management compliance, research, and public education activities that have been conducted at Fort Leonard Wood during the period of performance. This report must also describe in detail and prioritize cultural resource management activities that should occur over the next five years. This report shall include detailed discussions of a) archaeological site reconnaissance, b) NRHP eligibility assessment, c) site monitoring, d) compliance with NAGPRA, e) public education and public service activities, and f) archaeological research. This report shall be suitable for submission by Fort Leonard Wood to the Missouri State Historic Preservation Office (Missouri SHPO).
 - (d) The University shall review and provide written comments on any cultural resources compliance documents that are generated during the period of performance.
 - (e) The University shall accomplish the short-term incidental tasks needed to manage the Cultural Resources Management Program at Fort Leonard Wood. These tasks shall include but need not be restricted to calls for data or information by Fort Leonard Wood, other state or federal agencies, and/or members of the public; occasional informal talks or tours, preparation of archaeological site forms and related maps and documents. The University shall coordinate activities so as to cooperate with other (e.g., Natural Resource) managers at Fort Leonard Wood.
5. The University shall submit the following deliverables to Fort Leonard Wood:

- (a) Monthly Reports. One (1) word-processed letter report describing progress on the project. The report shall be as of the last day of the month and shall be transmitted to the Fort Leonard Wood DPW via electronic mail, fax, or hand delivery no later than the 10th calendar day following the end of the reporting period. The first and last report may cover more than a month with prior concurrence of the government. 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.
- (b) Comments. The written comments on and cultural resources compliance documents identified in Task (d) shall be submitted to the Fort Leonard Wood.
- (c) Updated ICRMP. The Contractor shall submit to the Fort Leonard Wood POC one copy of a draft of the revised and updated ICRMP as described in Task (b). The Government will review this document and provide comments within 15 days.
- (d) Draft Report. The written reports prepared under Tasks (c) shall be included in a single document. One copy of a draft of this report shall be submitted to the Fort Leonard Wood POC. This draft report shall be a professional document in all respects, suitable for internal use by Fort Leonard Wood. The report shall be illustrated as needed by maps, tables, and other figures. The report shall include full references for all written documents cited in the text. In terms of format, the document shall conform to the general style of the professional journal American Antiquity. Deviations from this style will be permitted so long as they are followed consistently. The Government will review this document and provide comments within 15 days.
- (e) Final ICRMP. Three (3) hard copies and one (1) electronic copy, in PDF file, of the final revised and updated ICRMP shall be submitted to the Fort Leonard Wood POC not later than 30 days after the receipt of Government comments.
- (f) Final Report. Three (3) hard copies and one (1) electronic copy, in PDF file, of the final report incorporating Government comments on the draft shall be submitted to the Fort Leonard Wood POC not later than 30 days after the receipt of Government comments.
- (g) Artifacts. All artifacts recovered during the course of the work conducted under this SOW are the property of the U.S. Government and shall be delivered at the time of submission of the Final Report. Collections shall be stored in archival stable primary and secondary containers marked "Property of the U.S. Government Fort Leonard Wood".
- (h) Original copies of all field notes, artifact inventory lists, photographs, negatives, photographic logs, maps and drawings prepared during work conducted under this SOW are the property of the U. S. Government and shall be delivered, along with one (1) electronic copy, in PDF file, at the time of submission of the final report. Copies of these materials may be retained by the contractor for archival purposes. These materials shall

be indexed, reproduced on acid-free paper, bound in archival stable binders, appropriately labeled, and submitted to Fort Leonard Wood POC with the associated collections of artifacts and other cultural materials.

6. Qualifications: The contractor shall be required to provide evidence that the individual who conducts the work described under this SOW meets the following qualifications:
 - (a) A M.A. in anthropology/historic archeology/or related field with a specialization in the Midwestern or Mid-south U.S.
 - (b) An in-depth knowledge of the prehistory of the Ozark region of Missouri.
 - (c) An understanding of issues related to the management of cultural resources on military installations with active training programs.
 - (d) A knowledge of legislation and guidelines relevant to the management of cultural resources in Missouri, and of Army policy concerning the management of cultural resources.
 - (e) An in-depth familiarity with the development and implementation of Integrated Cultural Resource Management Plans and Historic Preservation Plans.