

Funding Opportunity Announcement

INVASIVE PLANT AND TERRESTRIAL INVERTEBRATE SURVEYS FORT LEONARD WOOD MISSOURI

Funding Agency: U.S. ARMY CORPS OF ENGINEERS KANSAS CITY DISTRICT 601 E 12TH STREET, ROOM 647 KANSAS CITY, MO 64106	Funding Instrument: Cooperative Agreement Funding Opportunity No: W912DQ-20-2-0001 CFDA No: 12.114 Program Title: Invasive Plant and Terrestrial Invertebrate Surveys, Fort Leonard Wood, MO
Issue Date: 20200505	Application Due Date: 20190605
Overview: SUMMARY OF WORK: The purpose is to conduct separate planning level surveys (PLS) for invasive plants and terrestrial invertebrates at Fort Leonard Wood (FLW), Missouri. Information and data from the surveys will be used to provide a comprehensive list of invasive and exotic plant species and the terrestrial invertebrates encountered at FLW. The survey results, species location, and extent will be used to manage natural resources at FLW in administration of the Integrated Natural Resources Management Plan. BACKGROUND: Fort Leonard Wood is located in Pulaski County, MO approximately 120 miles southwest of St. Louis, MO and 85 miles northeast of Springfield, MO. The installation consists of 61,411 acres. Much of the land surrounding FLW is part of the Mark Twain National Forest. ELIGIBILITY REQUIREMENTS: All responsible, non-federal entities submitting funding requests that meet the requirements in the program description will be considered for this funding opportunity. STATUTORY AUTHORITY: Title 16 U.S.C. Section 670c-1 provides, in part, that “[t]he Secretary of a military department may enter into cooperative agreements...with nongovernmental organizations” for the purposes of “[t]he maintenance and improvement of natural resources on, or to benefit natural and historic research on, military installations and State-owned National Guard installations.”	
Estimated Total Funding: \$150,000	Estimated Number of Awards: 1
Contents of Full Text Announcement	
I Funding Opportunity Description	V Application Review Information
II Award Information	VI Award Administration Information
III Eligibility Information	VII Agency Contacts
IV Application & Submission Information	VIII Other Information
Contact Information: Questions relating to Grants.gov including the registration process and system requirements should be directed to the Grants.gov Contact Center at 1-800-518-4726. For assistance with the requirements of this Funding Opportunity Announcement, please contact Mr. Gary Rizzolo by email at Gary.S.Rizzolo@usace.army.mil or by phone at (816) 389-3853 or Ms. Gwendolyn Miller by email at Gwendolyn.L.Miller@usace.army.mil or by phone at (816) 389-3665.	

Instructions to Applicants:

The complete funding opportunity announcement, application forms, and instructions are available for download at Grants.gov.

Applications in response to this Funding Opportunity Announcement shall be submitted by the application due date. DUE TO THE CURRENT COVID-19 SITUATION APPLICATIONS WILL NOT BE ACCEPTED BY MAIL. Applications may be submitted by email, or via the internet through Grants.gov.

Applicants shall have a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the System of Award Management (SAM), and if submitting application via the internet, register with Grants.gov.

See Section IV of the Funding Opportunity Announcement for complete application submission information.

Section I: Funding Opportunity Description

The scope of the proposed cooperative agreement is for a selected Non-Federal Entity (NFE) to conduct separate planning level surveys (PLS) for invasive plants and terrestrial invertebrates at Fort Leonard Wood (FLW), Missouri. Information and data from the surveys will be used to provide a comprehensive list of invasive and exotic plant species and the terrestrial invertebrates encountered at FLW. The survey results, species location, and extent will be used to manage natural resources at FLW in administration of the Integrated Natural Resources Management Plan.

In order to meet these objectives, a selected NFE will provide seasonal surveys and two final survey reports; a survey report for terrestrial invertebrates and a survey report for invasive species. The field surveys should be designed to cover multiple habitat types that are encountered at FLW so that a full spectrum of invasive plant species and terrestrial invertebrates can be collected and documented. Species should be identified based on the Order, Family, Genus, and Species nomenclature. The final survey results shall be documented in the reports and include a photo-documentary of inventoried species, locations sampled, habitats considered, as well as applicable tables and figures summarizing numbers, extents, relative abundance and types of species encountered.

Project Tasks: This Program Description is to conduct seasonal surveys for invasive plants and terrestrial invertebrates at Fort Leonard Wood (FLW), Missouri. Tasks will include conducting field surveys; for invasive plants and terrestrial invertebrates, and final reporting of the results.

Task 1. Technical Requirements:

Task 1: Project Meetings

Project Meetings shall take place as needed throughout the project, but at a minimum at project kickoff and at major milestones during the period of performance.

Task 2: Field Surveys

The survey should be designed to cover multiple habitat types that are encountered at FLW so that a full spectrum of invasive plant species and terrestrial invertebrates can be collected and documented. Species should be identified based on the Order, Family, Genus, and Species nomenclature. The appropriate keys for the region, state of Missouri, and invasive species of North America should be used to classify surveyed species. Species that cannot be accurately identified in the field shall be preserved for later identification in the laboratory or through sufficient photography while in the field. New, unknown, invasive, rare, threatened, or endangered species shall also include documentation of any unique habitat, field conditions, or additional specimens in the area.

Task 3: Planning Level Survey Reports

The final survey results shall be documented in a report that includes a photo-documentary of inventoried species, locations sampled, habitats considered, as well as applicable tables and figures summarizing numbers, extents, relative abundance and types of species encountered. The report shall include summary level of management recommendations based on the survey results for any sensitive, new, rare, or T&E terrestrial invertebrate species discovered and control recommendations for invasive plant species identified. At a minimum, the report shall contain the following:

- Figures of sampling boundaries, sampling sites, and habitat types;
- List of localities surveyed by method, date, and general description of site;
- Photographic record of each genus/family of invasive plants or invertebrates sampled;
- Table of sampled plants by species nomenclature, date, and location;
- Photographs of unique habitat or field conditions associated with collected specimens;

- Table of sampled species by species nomenclature, date, and location;
- Number of species and percent of total collected by taxonomic group;
- Number of species and percent of total collected by sampling site and habitat type;
- New, unknown, invasive, rare, threatened, or endangered species by number and site;
- Photographs of unique habitat or field conditions associated with collected specimens;
- Management recommendations.

Task 4: Geographic Information Systems Mapping

The inventory results from the PLS shall be provided in a geographic Information System (GIS) dataset. The dataset shall provide survey mapping results and include the occurrence, distribution, approximate locations, and abundance of major invasive plant species and terrestrial invertebrates at FLW.

The NFE shall furnish all electronic data files on CD-DVDs and paper copy for the final reports. All text files will be in MS Word format and .pdf format unless otherwise specified. A photo log should also be included indicating location and presented in an organized format.

Survey Protocols

The methodology used for these surveys shall be in accordance with and/or adapted from U.S. Fish and Wildlife Service, state fish and wildlife agency, or other standard survey protocols and procedures that are common in the scientific community. The Recipient shall develop survey protocol based on coordination the FLW Environmental Division to provide final sampling methods and protocols that are specific to the conditions, habitats, and requirements

Invasive Plant PLS Protocol: The Recipient shall identify study sites at FLW to identify target areas of concern for invasive plant surveys at FLW. Common invasive plant species at FLW can be found at: <https://mdc.mo.gov/trees-plants/problem-plant-control/invasive-plants>.

Study sites at FLW may include, but are not limited to, disturbed sites, such as training areas and ranges, roadside areas, ponds, riparian areas, old farm fields, floodplains, etc. Once study sites have been identified for assessment, a transect-based or plot-based sampling method shall be established within each study site using an accepted scientific approach. The protocol shall inventory the invasive plant stand and include the level of infestation, abundance, and composition of invasive plant species(s). A major component of this survey shall include the inventory and characteristics of the invasive plant stand for inclusion in a GIS mapping dataset. Sampling results shall also include applicable information capable of making recommendations for management and control of the inventoried plant species within the study site.

Terrestrial Invertebrate PLS Protocol: Study sections for this survey shall be selected to cover the installation as widely as possible and represent as many different ecological habitat types as possible (upland forest, floodplain, riparian forest, grassland, etc.) for the inventory of terrestrial invertebrate species richness, abundance, and community composition. Terrestrial invertebrate sampling within each study section shall be developed using accepted scientific approaches and consider sub-habitat or elevation tiers, seasonal sampling requirements, and target invertebrate species. The Recipient shall coordinate with the Environmental Division to identify locations that are off limits to survey crews due to access limitations, safety concerns, or other restrictions associated with FLW mission requirements. Within each study section, specific terrestrial invertebrate sampling methodologies shall be used and consider the target species and habitat (examples below).

- a. Direct observation;
- b. Soil sampling, pitfall jars/traps;
- c. Detritus, leaf litter, ground surface sampling;
- d. Net sweeps of understory vegetation;
- e. Canopy sampling;

- f. Trapping;
- g. Drop cloth sampling;
- h. Any species-specific targets.

Personnel Requirements.

- An advanced degree, a PhD is desirable but a Master's degree is required, in ecology, plant science, entomology or related field.
- Expertise in taxonomic preparation and identification of insects and plants.
- Previous experience with management and control of invasive plant species.
- Experience using insect traps and ability to check traps daily when deployed.
- Familiarity with local land management techniques.

Deliverables

The NFE Program Manager shall submit the following deliverables to the USACE PM and Fort Leonard Wood POC:

- **Monthly Reports.** One (1) word-processed letter report describing progress of the technical assistance completed in accordance with the program description and deliverables completed for the monthly reporting period. The report shall be received on or before the last day of each month of reporting and occur on a 30-day cycle.
- **Documents.** Original copies of all field notes, resource inventory lists, photographs, negatives, photographic logs, maps and drawings prepared during work conducted under this program description are the property of the US Government and shall be delivered to the appropriate Fort Leonard Wood Natural Resource Manager as soon as is practical after they are produced.
- **Field and Safety Equipment.** Field equipment and safety supplies such as steel toed boots and other safety equipment must be purchased in order to perform the program description tasks.

All requested submissions shall be completed and provided to the Fort Leonard Wood Program Manager/POC by the designated deadline, which will vary by task/project in accordance with the project schedule.

Project Review Meetings

Project Review Meetings will take place as needed throughout the project, but at a minimum quarterly or at major milestones during the period of performance.

The NFE Agreement Program Manager, or their designated representative, shall routinely contact the USACE PM and/or the Fort Leonard Wood POC to acquire tasks, information, deadlines, and other requests in fulfillment of the technical assistance requirements.

Section II: Award Information

One Cooperative Agreement with estimated funding of \$150,000 for the program period. The period of performance of this cooperative agreement shall begin **upon award and end 30 months after**. This Cooperative Agreement is subject to the availability of funds.

The Fort Leonard Wood DPW government employees and USACE employees will be substantially involved in the agreement by providing oversight and task distribution to the agreement personnel. The NFE will collaborate with the government employees to accomplish Survey of invasive plants and terrestrial invertebrates Tasks. NFE's may be requested to advise the government on the best path forward on certain tasks and collaborate with the government on program decisions. NFE's may be requested to produce monitoring data reports that will be approved by government officials before consultation with USFWS. Government employees will provide guidance, review completed work, and provide approval of work within agreement.

Section III: Eligibility Information

Eligible Applicants – All qualified, non-federal entities submitting funding requests that meet the requirements in the program description will be considered for this funding opportunity.

Cost Sharing – The action will be 100% funded by USACE.

Section IV: Application and Submission Information

A. Content and Form of Application Submission

All mandatory forms and any applicable optional forms must be completed in accordance with the instructions on the forms and the additional instructions below.

- a. SF 424 - Application for Federal Assistance
- b. SF 424 A – Budget Information for Non-construction Programs
- c. SF 424 B – Assurances – Non-Construction Programs
- d. Program Narrative – The program narrative should include a program description illustrating applicant's ability to meet the goals and objectives described in Section A of the announcement. The narrative should provide an overview of the organization. The narrative should also describe the methods the applicant will use to monitor project progress and what accountability measures will be used to evaluate the project results.
- e. Proposed Project Staff – Provide a biographical sketch of each key person who will be working on the project, including their relevant experience and particular qualifications for the proposed project.
- f. Organization chart – Provide an organizational chart detailing the key personnel involved in performance and oversight of performance, including names and titles.
- g. Past Performance Information – As part of the pre-award risk survey, applicants will submit examples of recent and relevant experience to demonstrate ability to successfully and satisfactorily meet the requirement. Applicants will provide information regarding why they believe any submitted past performance information is relevant to the current application. Experience is considered recent if it has been completed within five years from the due date for applications. Experience is considered relevant if present/past performance effort involved similar scope and magnitude of the effort this Funding Opportunity Announcement requires.
- h. Budget narrative – Provide a budget narrative that justifies the direct costs for the proposed project. The budget narrative should discuss the necessity, reasonableness, and allocability of all proposed costs. Applicants should provide a copy of either their latest indirect cost agreement or state their indirect cost rate. The narrative should identify resources and needs required for the proposed project, including equipment, facilities, and training among others. The written budget shall be rounded to whole dollars and will need to demonstrate the NFE's costs to complete the required staffing and tasks described herein. A budget should be prepared for each task that the budget is being proposed for. The budget application should

be itemized and reflect specific cost elements (i.e. man-hours, labor costs, materials, equipment, overhead and fees) to complete each task. Any assumptions made in development of the budget should be documented. The budget to execute the work does not need to be overly complicated or detailed. We encourage straightforward budgets. The budget needs to show line items and F&A with a clear understanding that the NFE can provide the required position / technical assistance at Fort Leonard Wood.

The administrative point of contact is Gary Rizzolo (816) 389-3853, Gary.S.Rizzolo@usace.army.mil

Application shall be submitted **NO LATER THAN** June 6, 2020 at 2:00 PM CDT.

If any portion of a proposal received by our office electronically is unreadable, the grants officer will notify the applicant and permit the applicant to resubmit the unreadable portion of the application. The method and time for resubmission will be prescribed by the grants officer after consultation with the applicant. The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness, provided the applicant complies with the time and format requirements for resubmission prescribed by the grants officer. Applicants are responsible for submitting applications so as to reach our office by the application deadline

Any application that is received by our office after the exact time specified for receipt of applications is “late” and will not be considered unless it is received before award is made, the grants officer determines that accepting the late application would not unduly delay the acquisition; and—

-If it was transmitted by email, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of applications; or

-There is acceptable evidence to establish that it was received by our office and was under the Government’s control prior to the time set for receipt of applications; or

-It was the only application received.

Acceptable evidence to establish the time of receipt at our office includes the time/date stamp of the Bolling Federal Building mailroom on the proposal wrapper, other documentary evidence of receipt maintained by the mailroom, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that applications cannot be received at the Government office designated for receipt of applications by the exact time specified, and urgent Government requirements preclude amendment of the closing date, the time specified for receipt of applications will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

Applications may be withdrawn by written notice at any time before award.

The grants officer will promptly notify any applicant if its application was received late and will inform the applicant whether its application will be considered.

B. Submission Instructions

DUE TO THE CURRENT COVID-19 SITUATION, APPLICATIONS WILL NOT BE ACCEPTED VIA MAIL. Applications may be submitted by e-mail, or via the internet. Choose ONE of the following submission methods:

i. E-mail:

Format all documents to print on Letter (8 ½ x 11”) paper. E-mail proposal to Gary.S.Rizzolo@usace.army.mil with courtesy copy to Gwendolyn.L.Miller@usace.army.mil.

ii. Internet:

Applicants are not required to submit proposals through Grants.gov. However, if applications are submitted via the internet, applicants are responsible for ensuring that their Grants.gov proposal submission is received in its entirety. The Government bears no responsibility for data errors resulting from transmission of conversion processes associated with electronic submissions. The Government will bear no responsibility for delays in submissions due to technical difficulties at or with the Grants.gov website. All applicants choosing to use Grants.gov to submit proposals must be registered and have an account with Grants.gov. It may take up to three weeks to complete Grants.gov registration. For more information on registration, go to <http://www.grants.gov/ForApplicants>.

Section V: Application Review Information

Timely applications will be evaluated in accordance with the process outlined below.

A. Initial Review

The Government will perform an initial review to determine if an applicant is (1) eligible in accordance with Section III of the announcement; (2) all information required by Section IV has been submitted; and (3) all mandatory requirements are satisfied.

B. Merit Review

Each eligible application will be evaluated by a federal awarding technical team based on the following criteria utilizing the merit descriptions below and ranked in order from most-highly rated to least. These criteria are listed in decreasing order of weight.

Technical Merit (heavyweight criterion) – Applicant demonstrates how performance of the program description (Section I) will be accomplished.

Qualifications of Key Personnel (middleweight criterion) – Applicant demonstrates the qualification for personnel who will be working on the requirement. Resumes or qualifications statements may be submitted for key personnel. NOTE: The recipient must receive prior approval from the Grants Officer listed in Section VII for any changes in key personnel during the life of the agreement.

Management (lightweight criterion) – Applicant demonstrates how internal quality controls will take place and accounting or bookkeeping procedures as well as the organizational structure for performance and oversight of the program description (Section I).

Each merit review criteria will be rated with the following descriptions:

- *Exceeds* – Exceeds the program support requirements listed in Section A
- *Meets* – Meets the program support requirements listed in Section A
- *Does Not Meet* – Does not meet the program support requirements listed in Section A

C. Budget Review

Each qualified application budget will be evaluated as described below:

- Cost Reasonableness – Cost analysis will be conducted to determine if the applicant’s budget is reasonable and realistic with allocable and allowable costs and if the applicant demonstrates the ability to comply with all financial regulatory requirements and financial reporting.

D. Pre-award risk survey

A pre-award risk survey will be conducted to determine the qualification of the applicant and to determine if the level of risk of the most highly ranked applicant is too high to allow for award of a federal assistance agreement, if the risk is such that special terms and conditions are necessary to mitigate risk, or if the risk is low enough to award without any special terms and conditions. The Government will review for each applicant the following:

- Single Audit Act audit (if applicable)
- FAPHS Report
- Dun & Bradstreet Report
- SAM Exclusions (EPLS)
- Past Performance – Past performance information will be reviewed to determine the applicant’s probability of meeting the program description requirements.

Section VI: Award Administration Information

A. Award Notices

Written notice of award will be given in conjunction with issuance of a cooperative agreement signed by a Grants Officer. The cooperative agreement will contain the effective date of the agreement, the period of performance, funding information, and all terms and conditions. The recipient is required to sign and return the document before work under the agreement commences. A signed copy of the agreement shall be returned to the Grants Officer for execution within five (5) business days of receipt or the Government reserves the right to award to the next qualified NFE or re-post the Funding Opportunity Announcement to grants.gov. Work described in this announcement SHALL NOT begin without prior authorization from a Grants Officer.

B. Administrative Requirements

The cooperative agreement issued as a result of this announcement is subject to the administrative requirements in 2 CFR Subtitle A; 2 CFR Subtitle B, Ch. XI, Part 1103; and 32 CFR Subchapter C, except Parts 32 and 33.

C. Reporting

The cooperative agreement issued under this announcement will establish reporting requirements which, in general, will consist of the following:

Biannual Reporting

- (1) SF-425 Federal Financial Report
- (2) Progress Reports

Annual Reporting

- (1) SF-428 Tangible Personal Property Report
 - (a) SF-428 A – Annual Report (reporting Federally-owned property)
 - (b) SF-428 B – Final Report
 - (c) SF-428 C – Disposition Request
- (2) RPSR – Real Property Status Report (if applicable)
 - (a) RPSP Attachment A – General Reporting

(b) RPSR Attachment B – Request to Acquire, Improve or Furnish

(c) RPSR Attachment C – Disposition Request

(3) Recipient shall submit an annual inventory report to the Government listing all federally owned property in their custody.

D. Payments

The Government will reimburse the NFE up to the negotiated amount for performance under this agreement. The Government is not liable for any expenditure in excess of this amount unless agreed to by modification.

Payments will be made on a reimbursable basis for allowable costs incurred.

The NFE shall submit a “Request for Advance or Reimbursement” (SF-270) along with an itemized breakdown of costs and the corresponding back-up documentation to support the actual costs incurred other required documentation no more frequently than quarterly to:

U.S. Army Corps of Engineers
ATTN: CENWK-EC-DT/Payment Coordinator
601 East 12th Street, Room 505
Kansas City, MO 64106-2896
ED-DT-Eng-93s@usace.army.mil or
kale.e.horton@usace.army.mil

E. Government Furnished Information and Materials

The government will furnish the following materials, information, and support:

- Access to relevant background documents and available GIS layers.
- The necessary permission to enter and conduct field investigations.

F. Government Project Personnel

Kansas City District Corps of Engineers Project Manager (PM): Mr. Kale Horton (816-206-1743, e-mail kale.e.horton@usace.army.mil) is the PM responsible for execution of this agreement. The Corps of Engineers PM will be kept apprised on all aspects related to the execution of this agreement and is directly responsible for the delivery of complete, timely, and responsive agreement product and services.

Fort Leonard Wood Program Manager: Mr. Kenton Lohraff (573 -596-2814, e-mail kenton.m.lohraff.civ@mail.mil) is the Fort Leonard Wood Natural Resource Branch Chief and is responsible for program management of the work requirements.

Section VII: Agency Contact

Gwendolyn Miller, Grants Officer, Contracting Division
USACE, NWK District
601 E 12th Street, Room 647
Kansas City, MO 64106
E-mail: Gwendolyn.L.Miller@usace.army.mil
Tel: 816-389-3665

Section VIII: Other Information

Nothing follows