



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

27 March 2026

**REQUEST FOR STATEMENT OF INTEREST
W9126G262SOI8227**

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

Project Title: Installation Natural Resource Management Plan Implementation Support to Navy Region Hawaii and Joint Base Pearl Harbor-Hickam, Oahu, 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 indirect rate is **17.5%**.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$843,655** 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 12 months from the date of award. There may be up to six (6) 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, CESU Region, 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 (SOI) are due by **2:00 P.M. Central Time, 27 April 2026**, via email to the parties listed below.
2. Direct questions via email no later than 06 April 2026 to the parties listed below.

Nicholas A. Aprea
Grants Specialist
USACE, Fort Worth District
Email: nicholas.a.aprea@usace.army.mil
Office: (817) 886-1925

AND

Nicole D. Baker
Project Manager
USACE, Fort Worth District
Email: nicole.d.baker@usace.army.mil
Office: (918) 669-4939

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 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.

CHERYL R. VENDEMIA
Grants Officer

Attachment: Statement of Objectives

STATEMENT OF OBJECTIVES

Installation Natural Resource Management Plan Implementation Support
to
Navy Region Hawaii and Joint Base Pearl Harbor-Hickam, Oahu, Hawaii
March 2025

1.0 PURPOSE

This Statement of Objectives (SOO) includes technical assistance supporting Commander Navy Region Hawaii (CNRH), Naval Facilities Engineering Systems Command, Hawaii (NAVFAC), and Joint Base Pearl Harbor Hickam (JBPHH) who manage lands in the State of Hawaii in accordance with all applicable local, state, and federal environmental laws and regulations. The overall objective shall be to provide technical support to NAVFAC and/or JBPHH ensuring INRMP implementation entails efforts to integrate requirements and objectives into existing facilities and operational processes and procedures that will allow the Navy to meet regional environmental stewardship commitments and compliance with all regulatory requirements. The Installation Natural Resource Management Plan (INRMP) for JBPHH, dated September 2024, implementation approach integrates adaptive land management practices including those for Stormwater, Wastewater, and Hazardous Waste commodities to protect natural resources, including fish and wildlife and other natural resources. Natural resources including jurisdictional wetlands, Endangered Species Act-listed species, and federally designated critical habitat conservation shall be accomplished by identifying potential pollutants and waste streams prior to introduction to terrestrial or aquatic environments on or adjacent to JBPHH property.

The Stormwater, Wastewater, and Hazardous Waste Programs have established pollution prevention best management practices and processes to manage compliance for a significant amount of the potential pollutants on JBPHH and minimize the potential effects of those pollutants migrating to the waters of Pearl Harbor, coastal marine waters of Mamala Bay, North Fork Kaukonhua Stream, Poamoho Stream, Ulehawa Stream, Mailili Stream, Halawa Stream, Waiawa Stream, estuarine canals (Manuwai, Kumumauu, Transportation, Foster Point), and numerous unnamed tributaries in central Oahu.

The INRMP for JBPHH outlines Goals and Objectives, as well as Planning, Integration, and Implementation within the Chapter 8 section of the INRMP, which specifically identifies stormwater, wastewater, and hazardous waste as media to manage in support of on-land and in-water natural resources.

2.0 AUTHORITY

This agreement will be awarded under the Sikes Act Authority. In accordance with the *Sikes Act* (Sec. 103A [16 USC 670c-1]) “the Secretary of a military

department may enter into cooperative agreements with States, local governments, Indian Tribes, non-governmental organizations, and individuals....” This project is in support of Navy’s Installation Natural Resource Management Plan (INRMP) for JBPHH, dated September 2024.

In agreement with the above stated goals, the Recipient agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the Navy’s responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.). 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. In addition, the activities performed by the recipient must be completed in a manner conducive to guidelines outlined 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.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), Clean Water Act, Clean Air Act, and any other applicable regulatory guidelines.

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.

The Navy further (hence DoD) agrees to provide substantial involvement to include, but not limited to, the following:

- Commander Navy Region Hawaii (CNRH) and applicable Naval operations including Naval Facilities Engineering Systems Command, Hawaii (NAVFAC), Joint Base Pearl Harbor Hickam (JBPHH) NAVFAC and Pacific Missile Range Facility Barking Sands will be involved in development of study methodology, data gathering, analysis, and/or report writing.
- CNRH and applicable Installations will actively participate and collaborate in carrying out the project plan of work, will review draft documents and will approve final documents.
- CNRH will provide shared office space to Recipient personnel and staff time to collaborate and work on the project.

3.0 OBJECTIVES

The Recipient shall provide personnel, transportation, and equipment to support some, or all the following required tasks and activities as directed by Government

personnel to support missions and functions throughout the JBPHH and Pacific Missile Range Facility Barking Sands area. Pollution prevention encompassing best management practices and adaptive management elements contribute significantly to protection of water resources and public health. In order to meet the goals and objectives of the Natural Resource Management Plan (INRMP) for JBPHH, dated September 2024, the Navy's approach toward implementation of management plans incorporates pollution prevention programs for Storm Water, Wastewater and Hazardous Wastes.

Task 1: Provide subject matter expertise to the Storm Water Task in Support of INRMP Goals (1b, 2d, 2f) and Section 8.2.5 (detailed in Table 8-10 for protection of waters and habitats for marine species in accordance with the Endangered Species Act.)

Storm water picks up significant contamination during its journey over roads, parking lots, building roofs or any other infrastructure and must be managed to protect water resources to the maximum extent possible. Therefore, to allow the Navy to carry out their missions while meeting regional pollution prevention goals, natural resource management goals, and regulatory mandates in accordance with the INRMP, the following storm water activities are required.

Subtask 1.1 Data Analyzation

- Analyze storm water monitoring event data, precipitation data, and other available resources and provide input to the required reports.
- Review storm water monitoring pollutant analytical data to be provided by the Navy to the Recipient.

Subtask 1.2 Field Site Visits

- Conduct commercial and industrial facility inspections to identify non-compliance situations or activities which may result in non-compliance discharge to any receiving water.
- Conduct follow-up or unplanned inspections of facilities in response to complaints or identification of non-compliance situations.
- Conduct and document visual assessments of stormwater runoff and receiving water during rain events.
- Conduct construction site inspections or review of construction inspection data provided by the Navy in accordance with all local state and federal regulations. Maintain, revise as needed, update the construction site inspection database.

Subtask 1.3 Quality Assurance and Plan Improvements

- Track internal deficiencies and provide follow-up letters, notices, phone calls and other types of coordination.
- Identify data gaps between current storm water monitoring practices and full conformance with the INRMP, MS4 permit and other applicable permits and regulations.
- Review all available storm water data, inspection reports, base maps and activities, available technology and purchase mechanisms to improve compliance and reduce pollutant loads reaching any receiving waterbody.
- Review of design or construction plans for Post-Construction Best Management Practices (PBMP) to ensure volume and pollutant load reductions are planned.

Subtask 1.4: Reporting, Recordkeeping, and Plan Updates

- Draft outreach and training materials as needed.
- Review NEPA documents and provide comments for storm water requirements.
- Update the Storm Water Management Plan or similar plans as necessary to maintain accuracy.
- Maintain auditable records of storm water program.
- In the event of reported violations of storm water standards including potential or observed illicit discharges, inspect site and gather information for regulatory reporting by government personnel. Prepare correspondence letters and coordinate with Security and Public Affairs Officer on photo release for regulatory notification requirements.
- Develop and maintain an inventory of construction sites.
- Develop and maintain a Project Benefit Management Plan (PBMP), Operation and Maintenance, and Inspection Database.

- Review permit applications for construction projects requiring Federal, State or local construction permits and provide comments to appropriate Navy personnel.

Task 1 Reports and Deliverables:

- Storm water monitoring data inputs
- Identifying storm water compliance data gaps
- Updates to the Storm Water Management Plan and Appendices
- Inventory of construction sites
- Construction inspection database.
- PBMP, Operation and Maintenance and Inspection database
- Comments on NEPA documents and NDPES permit applications for construction projects
- Storm water industrial site inventory updates including no discharge and no exposure forms
- Commercial facility inspection reports, delivery, and tracking
- Outfall inspection reports
- Illicit discharge investigation reports
- Public outreach and education program management
- Annual report compilation
- Non-compliance submittals as needed

Task 2: Provide subject matter expertise to the Wastewater Task in Support of INRMP Programmatic Management (Section 8.2.5 (detailed in Table 8-10 for protection of waters and habitats for marine species in accordance with the Endangered Species Act.), Section 8.2.6.2).

Wastewater can cause catastrophic impacts on water resources by introducing bacteria, chemicals and other contaminants that are dangerous to humans, fauna and flora if not managed properly. The Navy's permitted wastewater outfall discharges into nearshore marine waters of Mamala Bay, in designated critical habitat for ESA listed species and designated Essential Fish Habitat. The Navy incorporates adaptive management elements and best management practices into their wastewater management plans to protect regional water resources to maximum extent possible. Therefore, to allow the Navy to carry out their missions while meeting regional pollution prevention goals, natural resource management goals, and regulatory mandates in accordance to the INRMP, the following wastewater activities are required.

Subtask 2.1 Data Analyzation

- Review and revise wastewater regulatory submittals.

- Gather and consolidate monitoring data and other information for inclusion in plan updates, compliance submittals, and permit renewal applications.

Subtask 2.2 Field Site Visits

- In the event of a wastewater spill, support site visits as needed to obtain details of the spill for regulatory reporting by government personnel. Post warning signs, notify Navy Special Services Branch to collect samples, and/or coordinate a press release with the Public Affairs Officer, if required.
- In the event of exceedances of monitoring results of internal or external outfalls and/or planned wastewater treatment plant maintenance activities, conduct site visit, gather details and prepare notification correspondence for government review and submittal.
- Participate in regulatory inspections and assist with meeting notes and follow-up actions.

Subtask 2.3 Quality Assurance and Plan Improvements

- Monitor new requirements, assess impacts to the government and identify program modifications that are required to comply with the new requirements.
- Review internal and external monitoring data and laboratory reports for quality assurance/quality control
- Recommend, compile, or document proposed change/updates to planning and operation document

Subtask 2.4 Reporting, Recordkeeping, and Plan Updates

- Assist with correspondence, notifications, Navy data calls, reports and submittals by gathering information, preparing documents and coordinating with government personnel. All interaction with regulatory agencies shall be completed by government personnel.
- Track non-domestic discharge violations reported by the Industrial Wastewater Pretreatment Section. Gather details and prepare notification correspondence.
- Update the Wastewater Discharge Limitations and Industrial Wastewater Sewer Discharge Permit System as necessary to maintain accuracy.

Task 2 Reports and Deliverables:

- Regulatory submittals in accordance with permit requirements
- Monitoring data and other information for permit requirements or renewal application
- Updates to the Wastewater Discharge Limitations and Industrial Wastewater Sewer Discharge Permit System Instructions.

Task 3: Provide subject matter expertise for the Hazardous Waste Task in Support of INRMP (Section 1.6.11, ESA Requirements and (Section 8.2.5 detailed in Table 8-10 for protection of waters and habitats for marine species in accordance with the Endangered Species Act.).

Generation of hazardous waste is a result of many industrial processes. Many of these substances are ignitable, corrosive, reactive, toxic or universal wastes such as batteries, mercury containing equipment, lamps, bulbs or pesticides. The Navy recognizes the fact that many of their operations do result in production of such hazardous waste and the need for managing these substances to the maximum extent possible. Consequently, the Navy has integrated innovative classification, storage, handling and disposal methods into their hazardous waste management plans. Therefore, to allow the Navy to carry out their missions while meeting regional pollution prevention goals, natural resource management goals, and regulatory mandates the following hazardous waste management activities are required.

Subtask 3.1 Data Analyzation

- Identify new and existing waste streams, waste accumulation/recycling processes, Resource Conservation Recovery Act (RCRA) compliance, waste minimization opportunities, record keeping and training requirements.
- Provide technical review of unit/activity Hazardous Material (HM) Authorized Use Lists (AUL) including analyses of existing data collected in the Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS) and extracting chemical constituent data on hazardous materials subject to HM and HW regulations. Conduct searches of Safety Data Sheet (SDS) of Hazardous Materials to identify chemical constituents and ensure the most environmentally friendly HM are being used on the installation and to prevent the unnecessary generation of HW. Perform the necessary site visits to complete surveys of industrial shops and activities to verify accuracy of EESOH-MIS data.
- Conduct research to determine the cost avoidance savings.

- Provide project reviews and technical support at various stages to include pre-planning, design, and construction reviews. Assess for hazardous waste management and contaminated soil management.
- Assist with waste munitions technical support and permitting including emergency response notifications, munitions permit applications, reports and notifications, Explosives Safety Submissions (ESS-DRs), ESS review comments, reviews and interpretations of munitions instructions and standard operating procedures (SOPs), and munitions training.

Subtask 3.2 Field Site Visits

- Conduct environmental compliance inspections (ECI) of installation shops, activities and tenants which use hazardous material (HM) and/or generate hazardous waste (HW) using the CNRH Environmental Checklists (ECIC).
- Conduct site visits and inspections to assess current waste generating processes and research available technologies that may be applicable to improve waste minimization efforts and make management recommendations. Assess waste items requested for disposal through the pre-inspection requests to identify those items that are still usable or available for reuse.
- Assess all waste streams associated with each industrial unit/activity to document waste generation processes and recommend applicable management requirements. Conduct initial characterization and documentation of all waste streams by conducting pre-inspections of all waste pickup requests and submit data to the program manager for input and processing

Subtask 3.3 Quality Assurance and Plan Improvements

- Support the pollution prevention (P2) program. Review procedures and processes to identify new opportunities and efficiencies to enhance the program towards achieving Department of Defense P2 goals. Evaluate new solid and hazardous waste recycling opportunities and equipment purchases to include a cost-benefit data analysis.
- Determine if waste generation is process driven or categorized as hazardous material mismanagement and recommend corrective actions.

- Assess the current level of integration of the environmental compliance program into the Environmental Management System (EMS) and make recommendations to fully integrate the program to meet the installation's INRMP goals and objectives.

Subtask 3.4 Reporting, Recordkeeping, and Plan Updates

- Prepare inspection reports to present data, including identification of areas of non-compliance with the ECIC and recommended corrective actions.
- Review the CNRH Hazardous Waste Management Plan (HWMP), ECI, and local policies/instructions annually and make recommendations to ensure compliance with state/federal regulations.
- Develop a quarterly summary report of the data collected and analyzed to identify issues, discrepancies or violations and recommend corrective actions. Provide quarterly ECI status summary reports.
- Provide an annual review of the Integrated Solid Waste Management Plan and make recommendations to ensure compliance with current navy/state/federal regulations. Perform necessary site visits to assess illegal dumping conditions within and bordering Navy installations and properties. Provide recommendations and implement procedures to reduce or eliminate occurrences of illegal dumping and develop disposition options for waste.
- Provide an annual review of the Integrated Pest Management Plan and make recommendations to ensure compliance with current navy/state/federal regulations. Assess pesticide and PCB management programs and provide support including manifesting, evaluating, etc.

Reports and Deliverables:

- Inspection results of industrial shops/activities entered into ECI database, electronic transmission of ECI results/reports. Annual HWMP, ECI, Local polices/instructions review/updates.
- Pre-inspection waste stream identification inventories as required
- Inspections for Hazardous Waste Materials/Minimization at industrial shops/activities, technical review of unit/activity HM AUL/SDS etc.

- Regulatory notifications and inspections in support of munitions compliance, solid waste management, pesticides, and PCBs as needed
- Miscellaneous inspections and documentation of conditions for buildings, facilities, and DoW property in support of environmental compliance
- Miscellaneous correspondence letters, notifications, responses to data calls, reports and submittals for the wastewater, storm water, and hazardous waste programs
- Summary of changes in regulatory or DoW policy requirements and anticipated impacts to the government and required program modifications

4.0 GENERAL REQUIREMENTS

The following requirements are common to all tasks listed above in Section 3.0.

Government Access Requirements

All Recipient personnel shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures. The Recipient shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshall Office, Director of Emergency services or Security Office. Recipient workforce must comply with all personal security verification requirements as directed by DoW and/or local policy. Should there be Force Protection Condition (FPCON) at any individual facility or installation change, the government may require changes in Recipient security matters or processes.

The Recipient will ensure personnel entering installations or facilities have obtained access badges and passes in accordance with facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of services.

The Recipient will return all issued US Government Common Access Cards (CAC), installation badges, and/or access passes to the Government Representative when the contract is completed or when a Recipient employee no longer requires access to the installation or facility.

All Recipient personnel employees, including sub-Recipient personnel, requiring access to military installations, facilities and controlled areas may be required to complete cybersecurity, antiterrorism, Controlled Unclassified Information (CUI), iWatch training, protecting operations security (OPSEC), other information assurance/information technology training, and register in a training certification tracking system. There may be Air Force-specific security clearances and certifications, which shall be identified by USAF as necessary.

The Recipient will coordinate for resources to inform personnel of the criticality of protecting sensitive information or activities they may observe while working on the installation. Do not publicly disseminate or publish photographs (photographs are not authorized to be taken unless prior written approval with installation security is given) displaying critical or sensitive information. Examples include but are not limited to industrial facilities operations/security, airfield and shipyard operations, observed exercise or training events, personnel/vehicle convoys or bivouac sites, observed weapons or equipment employment, destroyed or damaged equipment, and the protective measures of military facilities. Do not publicly reference, disseminate, or publish critical or CUI or any other sensitive information even if the information has already been compromised as this provides further unnecessary exposure of the compromised information and may serve to validate earlier reported information from other sources.

Qualification Requirements

Scientists or technicians supporting the tasks above have successfully completed a degree in physical science, engineering, or mathematics that included 24 semester hours in science, technology, and/or related engineering science.

OR

Combination of Education and Experience with education equivalent to one of the majors above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

The key personnel will have successfully completed 1 year of experience that equipped them with the knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled. Experience and/or education in Clean Water Act requirements. In addition to current knowledge of construction, processes, storm water pollution controls and best management practices, to control water pollution, including those for non-storm water permits.

5.0 GOVERNMENT FURNISHED MATERIAL

The Government will provide an office environment typically provided to Government personnel that includes workstations, multi-function printers, telephones and computers with access to the Internet and local area network (LAN). The Government will provide access keys as needed. The Recipient will not be represented as Government employees. The Government, USACE-SWF, and/or Navy, may conduct additional background/security checks, for network/government computer access. A Tier 3 background check must be initiated to receive Navy NMCI computer account and network access.

6.0 PERIOD OF PERFORMANCE

Base Year: the period of performance for this project is for twelve (12) months from date of award.

Follow-on Periods: There may be up to six (6) 12-month Follow-On Periods based on availability of funding.

7.0 COORDINATION

Kathy Mitchell
Environmental Agreements PM
USACE Regional Planning & Environmental Center
(817) 886-1709
kathy.s.mitchell@usace.army.mil

Nicole (Niki) Baker
Project Manager
CESU/Environmental Interagency Support Section
Regional Planning and Environmental Center (RPEC)
U.S. Army Corps of Engineers-Fort Worth District
(918) 669-4939
nicole.d.baker@usace.army.mil

The Navy POC for media disciplines are the following:

Storm Water:
Chad Linebaugh
Environmental Compliance Branch Supervisor
Joint Base Pearl Harbor Hickam
400 Marshall Rd BLDG X-11
JBPHH, HI 96860-3139
808-420-0853 (Cell)
808-602-9065 (MS Teams)
E-mail: charles.d.linebaugh2.civ@us.navy.mil

Wastewater POC:
Brandon J. Maeda, P.E.
Environmental Engineer (EV11)
Naval Facilities Engineering Systems Command, Hawaii
400 Marshall Road, Bldg. X-11
JBPHH, HI 96860
808-602-9502 (MS Teams)
brandon.j.maeda.civ@us.navy.mil

Hazardous Waste POC:
Kevin Mould
Environmental Engineer

Hazardous Waste Program (EV12)
Naval Facilities Engineering Systems Command, Hawaii
Phone: 808-603-0856
kevin.m.mould.civ@us.navy.mil

Correspondence should be addressed as follows:
Commander, Navy Region Hawaii
Environmental Director
850 Ticonderoga Street, Suite 110
JBPHH, HI 96860-510 1

9.0 CONSIDERATION

Services are not required to be performed on the following Federally observed holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth National Independence Day	Christmas Day
Independence Day	

10.0 POST AWARD & INVOICE PROCESSES

10.1. 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.

10.1.1. 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**.

<u>Quarters</u>	<u>Invoice pkgs due No Later Than:</u>
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

10.1.2. 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.**

10.1.3. SF270 Request for Advance or Reimbursement

10.1.3.1 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/>.**

10.1.3.2. 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.**

10.1.4. 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 the 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.

10.2. 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>.

11.0 ADMINISTRATION

This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

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

END OF STATEMENT OF OBJECTIVES