



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

4 September 2026

**REQUEST FOR STATEMENT OF INTEREST  
W9126G262SOI9597**

***Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions:*** Gulf Coast, Piedmont-South Atlantic Coast, and South Florida-Caribbean CESU Regions.

**Project Title:** Wading Bird Response to Ecosystem Restoration in Southwest Florida

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%**. For any Cooperative Agreement entered into in response to this RSOI, a maximum 17.5% indirect cost will be paid on work covered by such agreement or any modifications thereto. Unless the agreement specifies otherwise, the basis of direct costs against which the agreement's indirect cost rate is applied must be either the same base identified in the recipient's federally negotiated indirect cost rate agreement or, if the recipient does not have a federally negotiated indirect cost rate agreement, the Modified Total Direct Cost (MTDC) base.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project.

This RSOI seeks merit-based competitive procedures to encourage participation in USACE (DoD) programs by a broad base of the most highly qualified performers and will be evaluated on Technical Merits of the proposed research and development (R&D) and the potential relationship of the proposed R&D to USACE (DoD) missions.

Approximately **\$250,000** 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.

**Period of Performance:** The Base Period of the agreement will extend 12 months from date of award. There may be up to four (4) 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: 3 pages, single-spaced, 12 pt. font):

1. Name, Organization, CAGE Code, Unique Entity ID, CESU Region, and Contact Information (Email)
2. Statement of Technical Ability & Qualifications (including):
  - a. Biographical sketch of the Principal Investigator (PI), to include specific experience and capabilities in areas related to this project's requirements. Successful applicants should have expert knowledge of the Everglades ecosystem (in particular, Southwest Florida) and a record that demonstrates research experience with wading birds. The candidate should have prior experience with monitoring wading bird communities, summarizing and quantifying trends in wading bird abundance, activity, and distribution and relating observed trends to hydrological patterns.
  - b. Relevant past projects and clients with brief descriptions of these projects.
  - c. Biographical sketches of personnel available to support this project, meeting qualifications in the SOO, and their areas of expertise relevant to this project's requirements.
  - d. Innovative techniques and description of other capabilities to successfully complete the project: (e.g. equipment, laboratory facilities, greenhouse facilities, field facilities, subject matter experts, etc.)
3. Summary of the potential relationship of the proposed research and development to the USACE (DoD) missions.

### **Submission of Your Statement of Interest**

- Statements of Interest (SOI) are due by **2:00 PM, Central Time, on 5 October 2026** via email to the parties listed below.
- Direct questions no later than **14 September 2026** via email to the parties listed below.

Nicholas Aprea  
Grants Specialist  
USACE, Fort Worth District  
Email: [nicholas.a.aprea@usace.army.mil](mailto:nicholas.a.aprea@usace.army.mil)

Emily Woodruff  
Project Manager  
USACE, Fort Worth District  
Email: [emily.t.woodruff@usace.army.mil](mailto:emily.t.woodruff@usace.army.mil)

## **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 to determine the which statements have the highest rated technical merit, highest capability to successfully meet the program objectives as outlined in the Statement of Objectives, and closest alignment between the proposed research and the USACE mission.

### **Overall Evaluation Ratings.**

**Good/Excellent:** The SOI demonstrates a thorough understanding of the project's goals and objectives, and has demonstrated the ability, qualifications, resources to exceed performance and capability standards and includes at least one strength. Strength is an aspect of a proposal that, when judged against the overall evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance of the Assistance Award.

**Acceptable:** The SOI demonstrates a satisfactory understanding of the project's goals and objectives, and has demonstrated the ability, qualifications, and resources to meet performance and capability standards. The SOI meets the overall evaluation criterion.

**Unacceptable:** The SOI does *not* demonstrate an understanding of the project's goals and objectives, and has *not* demonstrated the ability, qualifications, and resources that meet the performance and capability standards. The SOI includes at least one weakness. Weakness is an aspect that increases the risk of unsuccessful performance.

Respondent SOIs receiving the highest ratings, Good/Excellent being the highest, and Acceptable the lowest, will be requested to submit a full proposal for further evaluation.

**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.

**IMPORTANT:** This award is anticipated to be made in FY 27.

Thank you for your interest in our Cooperative Agreements Program.

CHERYL R. VENDEMIA  
Grants Officer

Attachment: Statement of Objectives

## **STATEMENT OF OBJECTIVES**

Wading Bird Response to Ecosystem Restoration in  
Southwest Florida  
For US Army Corps of Engineers, Jacksonville District

September 2026

### **1.0 PURPOSE**

The Water Resources Development Act (WRDA) of 2000 authorized the Comprehensive Everglades Restoration Plan (CERP) as a framework for modifications and operational changes to the Central and Southern Florida Project needed to restore the South Florida ecosystem. Provisions within WRDA 2000 provide for specific authorization for an adaptive assessment and monitoring program. A Monitoring and Assessment Plan (MAP) (RECOVER 2004, 2006, 2009) has been developed as the primary tool to assess the systemwide performance of the CERP by the Restoration, Coordination and Verification (RECOVER) program. The MAP presents the monitoring and supporting research needed to measure responses of the South Florida ecosystem to CERP implementation.

Wading birds are a dominant predator in the Everglades ecosystem and breeding population responses are considered to be integrative and reflective of many aspects of the wetland habitat; thus, wading birds have been identified as a key ecological indicator of restoration success. Restoration has been centered on several trophic hypotheses regarding wading birds (e.g., appropriate hydrologic conditions will increase fish and macroinvertebrate populations, enhanced foraging opportunities will increase wading bird breeding, and the return of freshwater flow to coastal regions will restore wading bird nesting in those areas). Without the appropriate monitoring of wading bird colonies, these hypotheses cannot be tested, the benefits of CERP may not be documented, and restoration may not achieve its goals. This cooperative agreement will examine the response of wading birds to CERP implementation within the RECOVER Southwest Florida Module. This information will be used to quantify the benefits of CERP and to inform future model development that can be used in CERP project planning. The public will benefit from the knowledge gathered by the project because it will provide a source to track restoration progress and CERP benefits.

### **2.0 AUTHORITY**

2.1 In agreement with the above stated purpose, the Recipient agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the United States Army Corps of Engineers (USACE)-Jacksonville District objectives pursuant to the authority 10 U.S.C. § 4001 (formerly 2358): Research and Development Projects.

- 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.
- 2.4 The USACE will participate in study site selections, design, and work plan development. USACE will participate in field data collection efforts as appropriate, will review quarterly status reports, and will provide input to data interpretation for final reports, as well as review quarterly, annual and final reports. USACE will incorporate the data and analysis into a system-wide database that assesses and evaluates ecosystem restoration efforts in central and southern Florida. Scientific and technical information generated from the cooperative agreement will be utilized to evaluate project/restoration performance and system responses to be used in the development of assessment reports describing and interpreting those responses.

### **3.0 DESCRIPTION OF OBJECTIVES**

The purpose of this cooperative agreement is to examine the response of wading birds to CERP implementation within the RECOVER Southwest Florida Module (13.0 FIGURE 1) through the following objectives:

Specifically, the objectives of the support include:

1. Establish a pre-CERP reference condition.

2. Assess the response of wading birds to CERP implementation.
3. Track unexpected responses to changes in ecosystem structure and process that result from CERP implementation.

### 3.1 PROJECT TASKS

#### 3.1.1 Task 1 – Project Initiation Meeting, Annual Project Plans, and Permits (**Mandatory**):

The Recipient and USACE will jointly conduct a Project Initiation Meeting (virtually or in person) within fifteen (15) business days of cooperative agreement (CA) award and any subsequent Follow-on Period (FOP) awards. The Recipient and USACE will coordinate the project tasks as outlined. The Recipient will provide an overview of the project, introduce the project team, and define the project chain of command. The USACE will communicate to the Recipient any methodological requirements to be used when executing and reporting tasks as outlined. These methodologies are briefly described in this CA in the activities above. The MAP Assessment Strategy (RECOVER 2006) provides guidance in assessment methodologies.

Within fifteen (15) business days following the Project Initiation Meeting, the Recipient will provide Project Initiation Meeting minutes and an electronic copy of the **Draft Project Plan**. The Recipient and the RECOVER Technical Point of Contact (TPOC) will collaboratively develop a Final Project Plan within (30) business days. The Final Project Plan will be updated, as necessary, at the beginning of each new FOP.

The Recipient will also begin preparations to execute field sampling within fifteen (15) business days of CA execution. This includes acquiring and assembling any specialty equipment needed and working with USACE RECOVER staff to become familiar with sampling protocols and equipment.

Submittal of a CA for a project that will take place on Department of Interior (DOI) and State of Florida lands is acknowledgement that the Recipient has reviewed and understands the permit requirements for all applicable federal and state agencies and tribal lands, including the National Park Service (NPS), the U.S. Fish and Wildlife Service (USFWS), the State of Florida, and federally recognized Tribes. Any required permits obtained in support of the project shall be delivered to the USACE RECOVER TPOC before work can begin. The USACE RECOVER TPOC will act as liaison between Tribes and Recipient to ensure prior notification is provided to Tribe.

- A permit is required to conduct work within Big Cypress National Preserve.

### 3.1.2 Task 2 – Wading Bird Surveys **(Mandatory)**:

The Recipient will conduct aerial surveys to quantitatively describe wading bird foraging in Big Cypress National Preserve and Picayune Strand Restoration Project to develop a pre-CERP reference condition and begin assessing wading bird response to CERP implementation. Survey areas should be identified using hydrologic modeling (e.g., WADEM) to identify likely areas of foraging activity based on hydrologic conditions. Surveys should occur during the peak foraging time range (approximately November to February, to be shifted as needed). Additionally, the Recipient will survey nesting colonies of wading birds within Picayune Strand Restoration Project during the peak nesting time range (approximately January to May, to be shifted as needed). The Recipient will relate wading bird foraging and nesting activity to location, habitat, hydrologic conditions, and other appropriate biological or environmental factors to develop a pre-CERP reference condition and assess wading bird response to CERP implementation. This task is necessary for the base year and each follow-on year.

### 3.1.3 Task 3 – Data Analyses and Reporting **(Mandatory)**:

The Recipient will summarize, analyze, and report trends for wading birds on an annual basis for inclusion in the RECOVER Annual Assessment Report and the CERP System Status Reports. Any additional survey data generated from optional tasks must be summarized, analyzed, and reported. This task is necessary for the base year and each follow-on year.

- The Recipient will be required to submit three (3) quarterly status reports, one (1) annual report each year, one (1) final report for all years of the agreement to the project manager. Annual Reports should include, at minimum, the following: methods, results and statistical analyses of sampling efforts, discussion, conclusions, and lessons learned. As appropriate, the Recipient will include recommendations for further data analysis and/or collection.
- The Recipient will contribute to the RECOVER System Status Report to provide updates on monitoring, data collection and analyses, and assessments regarding the impacts of CERP implementation and hydrological conditions on wading birds. The RECOVER System Status Report will provide an assessment of whether the goals and purposes of CERP are being achieved by comparing monitoring results to established interim goals (interim restoration targets established for the ecological indicator), when applicable. The USACE RECOVER TPOC will provide clear and concise instructions to guide efforts for assistance with development of SSR.

- Data derived from the project will be provided to the project manager with the submission of each annual report and include a file containing appropriate metadata.

#### 3.1.4 Task 4 – Participation in RECOVER Regional Team Support **(Mandatory)**:

The Recipient will be required to participate in up to six (6) 2-hour virtual RECOVER meetings and up to two (2) 6-hour in-person meetings/workshops each year to provide updates on or engage in discussions regarding the project or project-related RECOVER efforts.

The Recipient will be required to participate in up to four (4) RECOVER Southwest Florida Module team meetings (no more than 1.5 hours each meeting) to discuss topics related to monitoring, findings, and/or analyses as determined by the TPOC.

Presentations to the RECOVER Southwest Florida module team may be requested by the USACE RECOVER TPOC or the PI. The principal investigator shall provide the USACE an electronic copy via email of the MS PowerPoint presentation made at the scheduled Southwest Florida Module team meeting.

The Recipient will be required to provide no more than two (2) site visits (field days) with the Southwest Florida Regional Coordinators (which includes the TPOC) during the 5-year agreement period.

#### 3.1.5 Task 5 – Performance Measure Development **(Optional)**:

There is potential work related to the development or update to an existing RECOVER Performance Measure for wading bird activity using current and historical datasets. Development of a Performance Measure will inform the establishment of restoration targets and CERP Interim Goals. The scope for Performance Measure development will be included as an Optional Task and is intended to occur concurrently and in addition to the work described in the Mandatory Tasks above. Initiation of this task is subject to the availability of funding. This Optional Task may be exercised once throughout the life of the project and may span multiple follow-on years with an anticipated Period of Performance of 2 years.

#### 3.1.6 Task 6 – Expansion of Spatial Scope of Surveys **(Optional)**:

The spatial coverage of surveys conducted under Task 2 may be expanded

with this Optional Task to areas within the Southwest Florida Module not mentioned above. The support of this task would be directed by USACE in collaboration with the Recipient. The results of any expansion in effort will be appropriately incorporated into the Annual Report. Initiation of this task is subject to the availability of funding and must be submitted as part of the annual project work plan. This optional task may be exercised once during each period of performance, for a period of 12 months to run concurrently with mandatory tasks.

**4.0 CONSIDERATION**

The Recipient is not required to perform services on federal 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                     |                  |

**5.0 QUALIFICATIONS**

Biographical sketches are required for each of the personnel supporting this project. The NFE will coordinate with USACE before any key personnel changes or hiring.

Successful applicants should have expert knowledge of the Everglades ecosystem (in particular, Southwest Florida) and a record that demonstrates research experience with wading birds. The candidate should have prior experience with monitoring wading bird communities, summarizing and quantifying trends in wading bird abundance, activity, and distribution and relating observed trends to hydrological patterns.

Submittal of a CA for a project that will take place on Department of Interior (DOI) lands is acknowledgement that the Recipient has reviewed and understands the permit requirements for all applicable federal and state agencies and tribal lands, including, the National Park Service (NPS), the US Fish and Wildlife Service (USFWS), the State of Florida, and federally recognized Tribes.

**6.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

Equipment, Supplies, and Materials: 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 PERIODS**

- 7.1 In addition to the 12-month Base Year, four (4), 12-month Follow-On Periods are anticipated subject to project needs and availability of funds.

## **8.0 PERIOD OF PERFORMANCE**

- 8.1 The period of performance for mandatory tasks will be for a period of 12 months that will begin from date of award. Due to the project's regional sensitive flora and fauna that are influenced by seasonal cycles that must align with the monitoring and assessment plans for successfully executing the Comprehensive Everglades Restoration Plan (CERP) it is likely that the Follow-On Year POP dates may need to be adjusted. In the event such adjustments become necessary the overall POP for each of the follow-on year efforts will remain 12 months.
- 8.2 The period of performance for optional task 5 will be for a period up to 24 months that will begin from date of award.
- 8.3 The period of performance for optional task 6 will be for a period of 12 months that will begin from date of award.

## **9.0 COORDINATION**

### **Emily Woodruff**

Project Manager  
Regional Planning and Environmental Center  
U.S. Army Corps of Engineers  
[Emily.T.Woodruff@usace.army.mil](mailto:Emily.T.Woodruff@usace.army.mil)  
(417) 213-3245

### **Jessica Dell, Ph.D.**

Biologist  
Planning and Policy Division Jacksonville District  
US Army Corps of Engineers 701 San Marco Blvd.  
Jacksonville, FL 32207 [Jessica.A.Dell@usace.army.mil](mailto:Jessica.A.Dell@usace.army.mil)

## **10.0 DELIVERABLES**

Detailed descriptions of any required deliverables required (reports, plans, etc.) and formats. Provide delivery schedules. At a minimum these deliverables should include:

- 10.1 Permits and Work Plans
- 10.1.1 Any and all permits associated with or required to support the Tasks will be submitted to the USACE RECOVER TPOC.

- 10.1.2 Deliverable 1.1: One (1) electronic copy (email attachment in MS Word format) of a Draft Work Plan shall be submitted within fifteen (15) days after the execution of the CA.
  - 10.1.3 Deliverable 1.2: One (1) electronic copy (email attachment in MS Word format) of the Final Work Plan shall be submitted within thirty-five (35) days after the execution of the CA.
- 10.2 Four (4) Quarterly Status Reports (QSR) or Progress Reports (PR) will be submitted for every three-month period, or quarter, following the award of the CA and any subsequent Follow-on Periods. These QSRs will summarize progress made on all executed Tasks, provide an update on the budget status of each Task, point out any problems or challenges that may have arisen during the previous three months. (See section 11 for specified post award invoicing procedure).
  - 10.2.1 Deliverable 2.1: Electronic copy (email attachment in Microsoft [MS] Word format) of the QSR every quarter from award of CA and subsequent Follow-on Periods.
- 10.3 Annual Reports (AR) will be submitted twelve months after the award of the CA and any subsequent Follow-on Periods. Each AR will summarize activities and results from all executed Tasks, including any and all executed Optional Tasks, within each Period as well as analyses of spatial and temporal trends in the parameters of interest. The ARs will summarize results to date, provide the information needed to develop the next System Status Report (SSR), and include an assessment and/or analysis of the data as it relates to CERP hypotheses from the MAP. ARs will be comprised of an introduction placing monitoring into the context of CERP and Everglades restoration, summaries of all executed Tasks within the existing Base or Follow-on Periods, results of any analyses and assessments conducted, discussion of results, and conclusions presented within the context of CERP and Everglades restoration. The Draft Annual Report will be reviewed by the USACE RECOVER Technical POC and RECOVER Greater Everglades Regional Coordinators within fifteen (15) days upon submission. Comments will be provided for the Recipient to address in the Final Annual Report. A data file (Microsoft Excel Spreadsheet or CSV file) of all quality assured data will accompany each Annual Report.
  - 10.3.1 Deliverable 3.1: Electronic copy (email attachment in MS Word format) of a Draft Annual Report will be submitted in September of each year.
  - 10.3.2 Deliverable 3.2: Electronic copy (email attachment in MS Word format) of a Final Annual Report will be submitted in September of each year.

- 10.3.3 Deliverable 3.3: Electronic copy of all data collected and quality assured submitted as a Microsoft Excel or CSV file.
- 10.4 Annual Inventory – Federally owned property – if applicable, an annual inventory listing Federal property (to include description of the property and a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE Fort Worth PM and the USACE customer POC.
- 10.5 Annual Inventory – Acquired Property purchased with funding from award - property records must be maintained that includes 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. Electronic copies of the inventory must be sent annually to USACE Fort Worth PM and the USACE customer POC.
- 10.6 Recipient Contribution to the System Status Report (SSR). Results of the work performed under this proposed CA will be used to develop the cumulative annual findings outlined in the System Status Report (SSR). The SSR provides a system-wide assessment of results from the MAP and impacts of the CERP implementation. The Recipient of this proposed CA will be required to work with the Southwest Florida Regional Coordinator(s) in developing the SSR and their participation will be included as a task in this work breakdown structure.
- 10.7 Performance Measure Documentation Sheet. Electronic copy of the draft RECOVER Performance Measure Documentation Sheet will be provided to the RECOVER TPOC for technical review by RECOVER. The Recipient will address comments and submit a draft final RECOVER Performance Measure Documentation Sheet for RECOVER approval. The RECOVER TPOC will provide a documentation sheet template for use by the Recipient.
- 10.7.1 Deliverable 4.1: Electronic copy (email attachment in MS Word format) of RECOVER Performance Measure Documentation Sheet will be submitted at the completion of Optional Task 5 of the CA.
- 10.8 Monitoring Plan Evaluation. Results of the work performed under this Optional Task will be provided to the RECOVER TPOC as a report describing the project monitoring objectives, statistical analysis design, method, outcome, and discussion of the statistical review. The report will also include all data sets used and statistical code developed to conduct the analysis.

10.8.1 Deliverable 5.1: Electronic copy of the report (email attachment in MS Word format) and supporting files used for the statistical review will be submitted at the completion of the Optional Task 6 of the CA.

10.9 Draft Final Project Report. Electronic 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 identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USACE POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

10.9.1 Deliverable 6.1: Electronic copy (email attachment in MS Word format) of Draft Final Project Report will be submitted in March of the final year of the CA.

10.10 Final Project Report. One (1) copy of the final report shall be submitted in a MSWord file(s), on digital media within fifteen (15) days of receipt of USACE comments. All data gathered for project tasks shall be submitted with the Final Project Report as a Microsoft Excel or Comma Separated Value (CSV) file.

10.10.1 Deliverable 7.1: Electronic copy (email attachment in MS Word format) of Final Project Report will be submitted prior to the completion of the period of performance of the final year of the CA.

## **11.0 POST AWARD AND INVOICE PROCESS**

11.1 Payment Requests and Progress Reports (Invoice Package) – Submit Payment Request and additional required documents to: [swf-cesu-invoice@usace.army.mil](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.

11.2 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</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                            |

11.3 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.**

11.4 SF270 Request for Advance or Reimbursement

11.4.1 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/>.**

11.4.2 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.**

11.5 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)

- 11.6 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

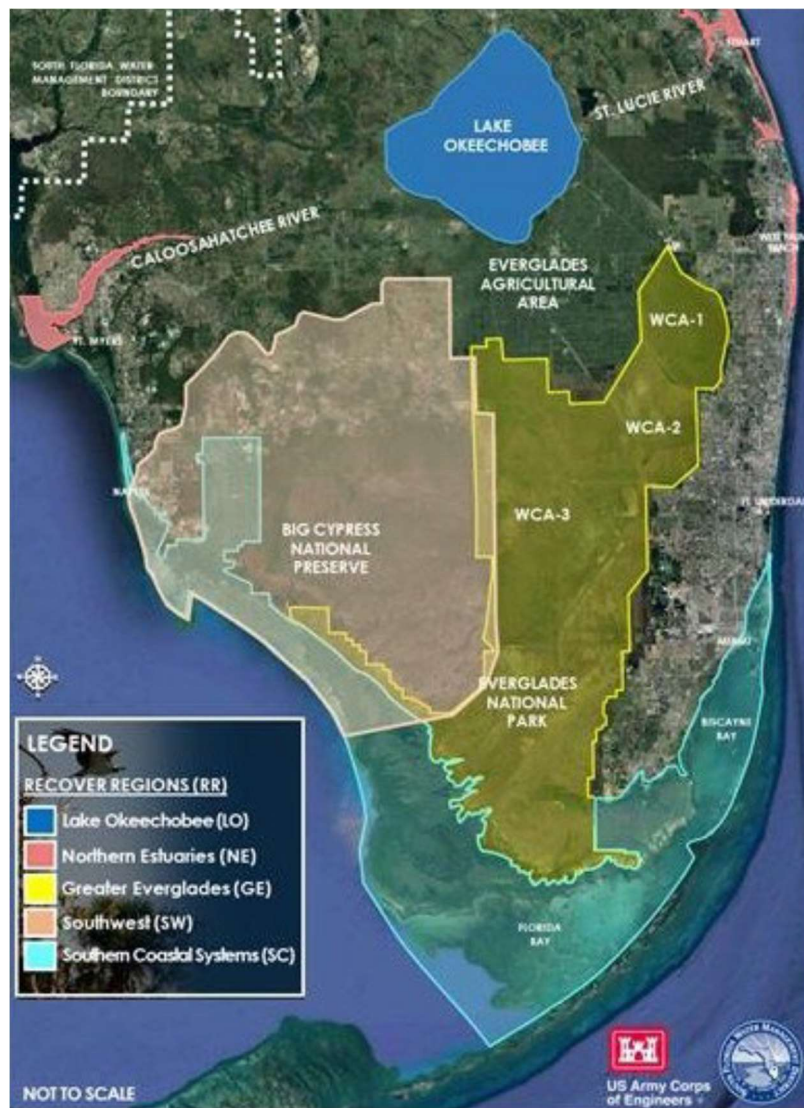
Final Report

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 Indirect Cost 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.

### 13.0 **FIGURE 1:** General Project Area



### 14.0 **REFERENCES**

Monitoring and Assessment Plan (Part 2), Assessment Strategy for the Monitoring and Assessment Plan (MAP), December 2006.

**END OF STATEMENT OF OBJECTIVES**