

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

**REQUEST FOR STATEMENT OF INTEREST
W9126G-24-2-SOI-2253**

April 20, 2024

*Applicants must be a member in one of the following Cooperative Ecosystem Studies
Units Regions: Colorado Plateau / Great Plains CESU Regions*

Project Title: Natural Resource Support for IMCOM at multiple Installations

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 of the recipient's CESU Master Agreement. Note the established CESU Program indirect rate is 17.5%.

1. Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$14,502,485** is expected to be available to support this project for the **base period**. Up to 4 additional Follow-on options per installation based on availability of funding. The Government intends to award the option periods/tasks identified in the table based on government need and funding availability.

NOTE: This project will be awarded under the authority of 10 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 agreement will extend 12 months from date of award with other optional installations to be funded after base award. There may be up to four 12-month follow-on periods per installation 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: 4 pages, single-spaced, 12 pt. font):

1. Name, Organization, Cage Code, Unique Entity ID, 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 are due by **5 P.M., Central Time, on 25 May 2024.**
- 2. Submit your Statement of Interest via e-mail attachments or direct questions to:
Sandra Justman
Grants Specialist
USAGE, Fort Worth District
Email: sandra.justman@usace.army.mil
Office: 817-886-1073
Kali Evans
Project Manager
USAGE, Fort Worth District
Email: kali.l.evans@usace.army.mil
Office: 402-736-1048

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: RSOI's are required to be posted on www.Grants.gov for 30 days prior to the Government making a decision and requesting full proposals.

Thank you for your interest in our Cooperative Agreements Program.

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Grants Officer

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Attachment: Statement of Objectives

SCOPE OF OBJECTIVES (SOO)

Natural Resource Support for IMCOM at multiple Installations

**Provide Land Rehabilitation and Maintenance (LRAM)
Range and Training Land Assessment Support (RTLA)
Geographical Information System (GIS) Support for Headquarters
Installation Management Command (IMCOM) Sustainable Range Program
Article III, (D) of the Colorado Plateau Cooperative Ecosystems Studies Unit (CESU)
18 Apr 24**

This Scope of Objectives (SOO) provides the details of work to be performed for the HQ, IMCOM Sustainable Range Program (SRP) through a Cooperative Agreement (CA) between the US Army Corps of Engineers (USACE), Fort Worth District, and Awardee.

Projects for execution under this CA by USACE do not include any functions to be performed that are inherently governmental. This determination is made with the assessment that places emphasis on the degree to which conditions and facts restrict the discretionary authority, decision-making responsibility, or accountability of Government officials using NFE services or work products.

This CA will not be used for performance of personal services. These tasks provided by the customer for execution under this CA by USACE do not include functions to be performed that are personal services.

All NFE employees will abide by the rules and regulations in 2 CFR 200, Appendix II to Part 200, and DoDGARS, as they pertain to Cooperative Agreements.

PART 1 GENERAL INFORMATION

PURPOSE.

Provide natural resource environmental expertise on various Army Installations to provide LRAM, RTLA, and GIS project implementation accomplished by an onsite recipient during installation identified business hours. In coordination with, and as identified by the Installation Government Representative (IGR), the NFE onsite representatives verify the installation's project designs, provide personnel required to execute installation LRAM, RTLA, and GIS activities, schedule/coordinate project execution, document/update execution progress, and assist the Government in identifying future LRAM, RTLA, and GIS projects. This task provides support to Fort Walker (AP Hill), Fort Moore (Benning), Fort Campbell, Joint Base Langley Eustis (JBLE-Eustis), Fort Eisenhower (Gordon), Fort Cavazos (Hood), Fort Huachuca, Fort Jackson, Fort Gregg-Adams (Lee), Fort Leonard Wood, Fort Novosel (Rucker), Fort Sill, and USMA (West Point), Joint Base San Antonio (JBSA – Camp Bullis), Fort Bliss, and Fort Knox.

AUTHORITY.

Sikes Act authority 16 USC 670c-1

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 the Integrated Natural Resources Management Plan (INRMP), as directed in the Sikes Act.

In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.)

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 accordance with section 6305 – Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977 (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7. The installation further (hence DoD) agrees to provide substantial involvement as directed under Article II (A) Colorado Plateau CESU Master Agreement to include, but are not limited to, the following:

INSTALLATION is involved in development of study methodology, data gathering, analysis, and/or report reviews. INSTALLATION actively participates and collaborates in carrying out the project plan of work, reviews and approves activities.

DESCRIPTION OF OBJECTIVES.

See specific tasks under Part 4, Section 5

Background

The Integrated Training Area Management (ITAM) Program provides training land management capability across the Army ensuring Army training lands are always accessible, available, and capable of supporting training requirements. The Army recognizes that the execution of training under realistic combat conditions will stress the training lands. ITAM integrates the mission requirements derived from the Range and Training Land Program (RTLTP), with land capabilities and conditions to build a roadmap to achieve optimum, sustainable use of Army lands. This provides Army range officers with the capability to manage and maintain training lands that support maneuver-training throughput essential for mission readiness. LRAM, RTLA and GIS support are the main components of the ITAM identified for support through this mechanism.

Description of Services/Introduction

NFE will provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform LRAM, RTLA, and GIS management and project execution as defined in this SOO except for those items specified as Government furnished property and services. NFE will perform to the standards in this project.

Land Rehabilitation and Maintenance (LRAM) is a preventive and corrective land rehabilitation and maintenance procedure that reduces the long-term impacts of training and testing on Installation lands. The primary function of LRAM is to maintain land to ensure capabilities support the mission. It mitigates mission and training and testing effects by combining preventive and corrective land rehabilitation, repair, and/or maintenance practices to reduce the impacts of training and testing on an Installation. It includes training area repair, rehabilitation, recovery, redesign and/or reconfiguration to meet training requirements.

Range and Training Land Assessment (RTLA) monitors and assesses land conditions and provides data used to support land management decisions driven by commander needs for the training land

support requirements. RTLA data influences command decisions concerning sustainment of maneuver training lands, throughput capacity, mission capability, and training land accessibility.

Geographical Information System (GIS). The SRP GIS Missions are to create, analyze, manage, and distribute authoritative standardized spatial information, products, and services for the execution of training strategies and missions on U.S. Army ranges and training lands. Providing SRP GIS support activities is inherently iterative in nature and requires consistent coordination, updates, and support to SRP program areas.

Objective

The objective of this SOO is to provide LRAM, RTLA, GIS and execute specific project activities identified in the installation work plans to support 15 separate Army installations. Tasks in this project encompass lands under the control of the garrison for live training, as identified in each installation Range Complex Master Plan Tool (RCMPT) – ITAM Work Plan. Natural resources will be improved, maintained, and restored by providing erosion control, reducing sedimentation, improving fish/aquatic species passage, hydraulic conveyance, wetland creation, and restoring the overall habitat quality to support ecologically diverse and resilient training lands which may include repair and minor construction.

Period of Performance

12 months from award, with up to 4 additional Follow-on options per installation based on availability of funding. The Government intends to award the option periods/tasks identified in the table based on government need and funding availability.

General Information

Quality Control (Value Assurance): The Government wants to ensure that proper oversight of ITAM activities is conducted through the life of the Task Order and the NFE, a teaming partner with the Government, has a responsibility to oversee that ITAM work is successfully and safely implemented through a Quality Control (Value Assurance) process. For this Task Order, the NFE will be responsible for providing the Government team an understanding of the NFEs Quality Control (Value Assurance) process and how that process will be implemented for the projects within this Task Order. The NFE will designate an individual at each installation who’s responsibility will be to ensure the Quality Control (Value Assurance) is followed and implemented per the project requirements of the specific installation.

Federal Government Holidays: NFE is not required to perform services when a Federal Government Holiday is observed.

New Year’s Day	1st day of January
Martin Luther King Jr.’s Birthday	3rd Monday of January
Presidents Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	On or about 19 June
Independence Day	On or about 4 th of July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veterans Day	11th day of November
Thanksgiving Day	4th Thursday of November
Christmas Day	25th day of December

Hours of Operation: NFE will provide representative personnel on site to conduct business between the hours of 0600 -1700, unless otherwise specified at the assigned installation. Generally, business hours are Monday thru Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Installation specific work schedules are identified in the installation tasks and in coordination with the IGR, the NFE will provide the level of effort necessary to meet all deliverables as awarded. NFE must maintain, at all times, an adequate workforce for the uninterrupted performance of all tasks defined within this SOO when the Government facility is not closed for the above reasons. When hiring personnel, the NFE will keep in mind that the stability and continuity of the workforce are essential.

Place of Performance: NFE will accomplish the specified tasks at the following government facilities listed by priority and function:

Installation	LRAM / RTLA	GIS	Remarks
Fort Moore (Benning), GA	X		(Required - Base)
Fort Campbell, KY	X		(Required - Base)
Fort Cavazos (Hood), TX	X		(Optional)
Fort Novosel (Rucker), AL	X	X	(Optional)
Fort Eisenhower (Gordon), GA	X	X	(Optional)
Fort Sill, OK	X		(Optional)
Fort Jackson, SC	X	X	(Optional)
Fort Leonard Wood, MO	X		(Optional)
US Military Academy (West Point), NY	X	X	(Optional)
Joint Base Langley Eustis (Eustis), VA	X	X	(Optional)
Fort Huachuca, AZ	X	X	(Optional)
Fort Bliss, TX	X		(Optional)
Fort Gregg Adams (Lee), VA	X	X	(Optional)
Fort Walker (AP Hill), VA	X	X	(Optional)
Fort Knox	X		(Optional)

Security Requirements

All NFE personnel performing work under this project must have a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05 at time of the proposal submission and must maintain the level of security required for the life of the project. The IGR in coordination with the NFE's security monitor is responsible for assisting NFEs through the process, which includes ensuring Common Access Cards (CAC) requests are cleared by the local security office where work is to be performed IAW local Standard Operating Procedures (SOP) and published guidance.

For NFEs requiring Common Access Card (CAC): Before CAC issuance and prior to arrival for duty, the NFE employee will obtain a favorable adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The NFE employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DOD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6

months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully adjudicated NACI at the Office of Personnel Management.

For NFEs that do not require a CAC, but require access to a DoD facility or installation: NFE and all associated sub-NFE employees will comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening database (TSDB) (Army Directive 2014-05 AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative (GR)). The NFE employee will comply with applicable installation facility and area commander installation/facility access and local security policies and procedures (provided by government representative).

NFE and associated sub employees will provide all information required for background checks. The NFE employees will meet installation access requirements as identified by installation Provost Marshal Office, Director of Emergency Services or Security Office prior to reporting for duty. NFE workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this project, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in NFE security matters or processes.

Physical Security

NFE will be responsible for safeguarding all government equipment, information and property provided for NFE use. At the close of each workday, government facilities, equipment, and materials will be secured.

Key Control

NFE will establish and implement methods of making sure all keys/key cards issued to the NFE by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the NFE by the Government will be duplicated. NFE will develop procedures covering key control that will be included in the Quality Control Plan. Such procedures will include turn-in of any issued keys by personnel who no longer require access to locked areas. NFE will immediately report any occurrences of lost or duplicate keys/key cards to the respective IGR and Grants Officer.

In the event keys, other than master keys, are lost or duplicated, the NFE will, upon direction of the Grants Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks will be deducted from the monthly payment due the NFE. In the event a master key is lost or duplicated, all locks and keys for that system will be replaced by the Government and the total cost deducted from the monthly payment due the NFE.

NFE will prohibit the use of Government issued keys/key cards by any persons other than the NFE's employees. NFE will prohibit the opening of locked areas by NFE employees to permit entrance of persons other than NFE employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the respective IGR.

Lock Combinations. NFE will establish and implement methods of ensuring that no lock combinations are revealed to unauthorized persons. NFE will ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures will be included in the NFE's Quality Control Plan.

NFE Training Requirements

Army Training Certification Tracking System (ATCTS) registration for NFE employees who require access to government information systems. All NFE employees and associated sub employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DOD Information Assurance Awareness training prior to access to the IS and then annually thereafter. Such NFE employees must review and sign the Army IT User Access Agreement (AUP) available at <https://cs.signal.army.mil/default.asp> prior to network access, and annually thereafter.

Cyber Awareness (Information assurance (IA)/information technology (IT)) training. All NFE employees and associated sub employees must complete the DoD Cyber Awareness Challenge Training before issuance of network access and annually thereafter. All NFE employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions. DoD Cyber Awareness Challenge Training is available at the following website: <https://cs.signal.army.mil/default.asp>

Anti-Terrorism (AT) Level 1 training: All NFE employees, to include subcontracted employees, requiring access Army installations, facilities and controlled access areas will complete AT Level I awareness training within 30 calendar days after project start date, or effective date of incorporation of this requirement into the project, whichever is applicable and annually thereafter. For personnel assigned to the Project after the start of the POP, the NFE will submit certificates of completion for the employee or sub employee, to the IGR and GOR within 5 calendar days of new employees commencing performance. AT Level I awareness training is available at the following website: <http://jGO.jten.mil>.

iWATCH Training. NFE and all associated sub-NFEs will brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the GOR. This training will be completed within 30 calendar days of project award and within 5 calendar days of new employees commencing performance with the results reported to the GOR and IGR NLT 30 calendar days after cooperative agreement award.

OPSEC Training. Per AR 530-1, Army Training and Leader Development, the NFE employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of assignment to the project and annually thereafter. OPSEC Awareness for Military Members, DoD Employees and NFEs is available at the following website: <https://securityawareness.usalearning.gov/opsec/index.htm>

Threat Awareness & Reporting Program (TARP). Per AR 350-1, the NFE employees must attend a TARP briefing or complete on-line training (as an exception) annually. NFE employees must be trained within 30 calendar days of assignment to the project and annually thereafter. OPSEC Awareness for Military Members, DoD Employees and NFEs is available at the following website: <https://securityawareness.usalearning.gov/opsec/index.htm>.

Information Security Program (InfoSec) Training. Per AR 350-1, Army Training and Leader Development, the NFE employees must complete Information Security annually. NFE Employees with access to a government information system must also complete Information Security Program Training (<https://www.lms.army.mil/>) within 30 calendar days of assignment to the project and annually thereafter.

The NFE will comply with any additional individual training requirements identified by the respective IGRs based on other documented and/or emergent USG, DoD, DA, AMC, IMCOM, or Installation requirements.

Upon request, the NFE will provide training certificates or other proof of training to the respective IGR and/or GOR upon completion of any required training.

Post Award Conference/Periodic Progress Meetings

NFE will attend any post award conference convened by the Cooperative Agreement administration office in accordance with 2 CFR 200. The Grants Officer, GOR, and other Government personnel, as appropriate, may meet periodically with the NFE to review the NFE's performance. At these meetings, the Grants Officer will apprise the NFE of how the Government views the NFE's performance and the NFE will apprise the Government of problems. The Government will take appropriate action to resolve outstanding issues.

Grants Officer Representative (GOR)

The GOR monitors all technical aspects of the project and assists in cooperative agreement administration. The GOR is authorized to verify that the NFE performs the technical requirements of the cooperative agreement; perform inspections necessary in connection with cooperative agreement performance; maintain written and oral communications with the NFE concerning technical aspects of the project; issue written interpretations of technical requirements, monitor NFE's performance and notify both the Grants Officer and NFE of any deficiencies, and assist/coordinate site entry of NFE personnel. The GOR is not authorized to change any of the terms and conditions of the resulting order. The GOR will provide prompt notification to the GO of any significant deficiencies with respect to the NFE's performance or other actions which might jeopardize the Project performance.

HQs, IMCOM Government Representative (GR)

As the proponent for the SOO, the IMCOM GR is the primary interface between installations receiving service as defined in the SOO, and USACE. The IMCOM GR will work with the GOR to ensure compliance for the following:

Verifying that the NFE performs the technical requirements of the cooperative agreement terms, conditions, and specifications as awarded.

Ensuring adherence to the cooperative agreement provisions.

Recording and reporting to the Fort Worth USACE GOR or as applicable, incidents of faulty or nonconforming work, delays, or problems.

Notifying the Fort Worth USACE GOR and GO of deficiencies observed during surveillance to ensure that the appropriate corrective action is taken.

Coordinating with the GOR for verification of NFE need for SSO access to the government network at the respective installation prior to the IGR providing AKO sponsorship.

Receiving input from the installations, and reviewing with the Fort Worth USACE GOR the NFE provided Monthly Status update to accurately identify the work completed and or the status of work not completed. The IMCOM GR will provide feedback to the installations as applicable.

Installation Government Representative (IGR)

As identified by each IMCOM Garrison, the IGR will work with the IMCOM GR to ensure compliance for the following:

Verifying that the NFE performs the technical requirements of the cooperative agreement terms, conditions, and specifications as awarded.

Ensuring adherence to the cooperative agreement provisions and to the NFE's own approved QCP, in addition to quarterly review and update of the QCP.

Recording and reporting to the IMCOM GR, incidents of faulty or nonconforming work, delays, or problems.

Notifying the IMCOM GR of deficiencies observed during surveillance to ensure that the appropriate corrective action is taken.

Coordinating site entry for NFE personnel and ensure that any government- furnished property is available when and as required.

Review the IMCOM GR provided Monthly Status update from the NFE to accurately identify the work completed and or the status of work not completed.

Providing sponsorship of Single Sign On (SSO) accounts for NFEs with an official need for Army Knowledge Online (AKO) accounts and subsequent issue of an enterprise email account on the government network.

Coordinating with the IMCOM GR for verification of NFE need for SSO access to the government network prior to providing AKO sponsorship.

Preferred Personnel Qualifications

The following personnel are considered key personnel by the Government: Engineer, GIS Analyst, ITAM Coordinator (where applicable), and Project Manager.

NFE should provide a Project Manager who will be responsible for the performance of the work. The name of this person and an alternate who will act for the NFE when the manager is absent will be designated in writing to the GO before work commences and if these change during the course of the Project.

The Project Manager or alternate will have full authority to act for the NFE on all cooperative agreement matters relating to daily operation of this cooperative agreement. The Project Manager or alternate will be available between 6:00 a.m. to 5:00p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Preferred Qualifications for key personnel are listed below:

If one or more of the key personnel, for any reason, becomes or is expected to become unavailable for work under this cooperative agreement for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the NFE should, subject to the concurrence of the GO, provide replacement personnel who possess equal, or better, qualifications as the original employee.

All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request must contain a resume for the proposed substitute and any other information requested by the GO. The GO and designated GOR must concur in writing with the change.

Project Manager- NFE will provide a Project Manager at each installation with the knowledge and skill sets for completing ITAM work related to installation specific landscape conditions. NFE should provide a Project Manager with practical working knowledge of the ITAM Program. The LRAM and/or GIS components of the ITAM Program should be the primary areas of expertise. At least three years of ITAM experience and/or natural resources management is preferred.

GIS Analyst - The NFE shall provide GIS Analysts with knowledge of SDSFIE and other Federal GIS data standards. The GIS Analysts shall have experience with the Range Complex Master Plan (RCMP), to include: RCMP Tool Functionality; RCMP Mapping Products; and RCMP development process. The Senior GIS Analyst shall have experience providing subject matter expertise to an ACOM, ASCC, and/or a Direct Reporting Unit (DRU) with RCMP-T related tasks as demonstrated in past performance. The GIS Analysts shall

have a Bachelor of Arts or Sciences degree from an accredited college or university in a relevant field (e.g. geography, cartography, environmental science, etc).

GIS Specialist -The GIS Specialists shall have an Associate's degree (Bachelor's preferred) in GIS technology, geomatics, environmental sciences, and/or quantitative analysis course. One year or more surveying experience, and familiarity with the Esri ArcGIS Server/Desktop Suite.

Identification of NFE Employees. NFE (to include subs) will provide each employee an Identification (ID) Badge, which includes at a minimum, the Company Name, Employee Name and a color photo of the employee. ID Badges for Key Personnel will also indicate their job title. ID Badges will be worn at all times during which the employee is performing work under this cooperative agreement. Each NFE (to include subs) employees will wear the ID Badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit. NFE (to include subs) will be responsible for collection of ID Badges upon completion of the project or termination of employee. A listing of issued identification cards will be furnished to the GOR, IMCOM GR, and IGR prior to the project performance date and updated as needed to reflect NFE and sub personnel changes. All NFE personnel attending meetings, answering Government telephones, and working in other situations where their NFE status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by NFEs are suitably marked as NFE products or that NFE participation is appropriately disclosed.

Supervision of NFE Employees: The Government will not exercise any supervision or control over NFE or sub employees while performing work under this project. Such employees will be accountable solely to the NFE, not the Government. NFE, in turn, will be accountable to the Government for NFE or sub employee actions and whereabouts.

NFE Travel: NFE will travel CONUS only during the performance of this project to attend project related meetings, conferences, and training. NFE may be required to travel to project related off-site training locations and to ship training aids to these locations in support of this SOO. NFE will follow 2 CFR 200 regulations.

Other Direct Costs (ODCs): ODCs are provided to acquire equipment, software, hardware, materials, supplies, replication expenses, and associated support/maintenance costs as a reimbursable expense Not-to-Exceed (NTE) the amount stated in the ODCs-Materials CLIN for the project. NFE will follow 2 CFR 200 regulations.

Data Rights: All documents and materials, to include the source codes of any software, produced under this project will be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. Documents and materials may not be used or sold by the NFE without written permission from the GO. All materials supplied under this project will be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights. NFE will follow 2 CFR 200 regulations.

Organizational Conflict of Interest: NFEs and sub employees performing work under this project may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications, or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in 2 CFR 200. NFE will notify the Fort Worth GOR and GO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and will promptly submit a plan to the Grants Officer to avoid or mitigate any such OCI. NFE's mitigation plan will be determined to be acceptable solely at the discretion of the GO and in the event the GO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the GO may affect other remedies as he or she deems necessary, including prohibiting the NFE from participation in subsequent agreement requirements which may be affected by the OCI.

PART 2 DEFINITIONS & ACRONYMS

DEFINITIONS AND ACRONYMS:

DEFINITIONS:

COOPERATIVE AGREEMENT ADMINISTRATOR. The official Government representative delegated authority by the Grants Officer to administer a cooperative agreement. This individual is normally a member of the appropriate Grants/Procurement career field and advises on all technical contractual matters.

DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

GOVERNMENT-FURNISHED PROPERTY (GFP) OR GOVERNMENT PROPERTY (GP). Property in the possession of, or directly acquired by, the Government and subsequently made available to the NFE.

GRANTS OFFICER (GO). A person with authority to enter into, administer, and/or terminate cooperative agreements, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

GRANTS OFFICER'S REPRESENTATIVE (GOR). An employee of the U.S. Government appointed by the grants officer to administer the contract. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the NFE as long as that direction is within the scope of the cooperative agreement, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the cooperative agreement.

KEY PERSONNEL. NFE personnel that are evaluated in a source selection process and that may be required to be used in the performance of a cooperative agreement by the Key Personnel listed in the SOO. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

NON-FEDERAL ENTITY (NFE). A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub recipient.

PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

QUALITY ASSURANCE. The Government procedures to verify that services being performed by the NFE are acceptable in accordance with established standards and requirements of this cooperative agreement.

QUALITY ASSURANCE SPECIALIST. An official Government representative concerned with matters pertaining to the cooperative agreement administration process and quality assurance/quality control. Acts as technical advisor to the Grants Officer in these areas.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of NFE performance.

QUALITY CONTROL. All necessary measures taken by the NFE to assure that the quality of an end product or service will meet project requirements.

SUB. One that enters into a contract or agreement with a NFE. The Government does not have privity of contract or agreement with the sub.

WORK DAY. The number of hours per day the NFE provides services in accordance with the cooperative agreement.

WORK WEEK. Monday through Friday, except for Federal holidays unless specified otherwise.

ACRONYMS:

BMP	Best Management Practice
CONUS	Continental United States (excludes Alaska and Hawaii)
DA	Department of the Army
DA EXORD	Department of the Army Executive Order
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DoD	Department of Defense
DOD	Department of Defense

DPTMS	Director of the Plans, Training, Mobilization and Security
EGFD	Enhanced Graphic Firing Desk
ESRI	Environmental Systems Research Institute
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GIS	Geographic Information System
GO	Grants Officer
GOR	Grants Officer's Representative
GPS	Global Positioning System
IAW	In Accordance With
ICW	In Coordination With
IGR	Installation Government Representative
IMCOM	Installation Management Command
IMCOM GR	IMCOM Government Representative
INRMP	Integrated Natural Resource Management Plan
ITAM	Integrated Training Area Management
LPA	Lightening Protection Area
LRAM	Land Rehabilitation and Maintenance
MIM	Maneuver Impact Miles
MIM	Military Installation Map
NLT	Not Later Than
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPORD	Operations Order
PoP	Period of Performance
QAP	Quality Assurance Plan
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Program
RCMPT	Range Complex Master Plan Tool
RFP	Request for Proposal
RTLA	Range and Training Land Assessment
RTLPL	Range and Training Land Program
SOP	Standard Operating Procedure
SOO	Scope of Objectives
SRA	Sustainable Range Awareness
SRP	Sustainable Range Program
SSP	Service Support Program
TE	Technical Exhibit
TRI	Training Requirements Integration

PART 3 DESCRIPTION OF OBJECTIVES. GOVERNMENT and NFE FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

GOVERNMENT FURNISHED ITEMS AND SERVICES:

Services: The Government will provide the facilities and utilities not delineated as NFE furnished in the SOO described herein as Government Furnished Property (GFP). GFP consists of Government-Furnished Facilities, Government-Furnished Utilities, Government-Furnished Equipment (GFE), Government-Furnished Materials, Government-Furnished Information, and Government-Furnished Software placed in the NFE's custody. NFE will not use GFP for any other purpose than execution of work under this SOO.

Facilities: The Government will provide workspace at each installation for the NFE staff to provide the support outlined in the SOO to include desk space, telephone, and other items necessary to maintain an office environment.

Utilities: The Government will provide all utilities in the facility provided for the NFE's use in performance of tasks outlined in this SOO. NFE (to include subs) will instruct employees in utilities conservation practices. NFE will be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

Equipment: The Government will provide access to plotters, scanners, and printers required for routine office tasks.

Materials: The Government will provide specifications for materials, herbicides, seed mixes, fertilizer, mulch, and soil at the kick-off meeting.

NFE FURNISHED ITEMS AND SERVICES

General: NFE will furnish all supplies, equipment, facilities and services required to perform work under this project that are not listed under Part 3 of this SOO.

Materials: NFE will furnish materials, supplies, fuel, and maintenance for leased or purchased vehicles necessary to meet the requirements under this SOO.

Equipment: With the exception of part 3, the NFE will furnish equipment, NFE staff vehicles, and storage containers to meet the requirements under this SOO.

PART 4 SPECIFIC TASKS

Specific Tasks.

Basic Services: NFE will provide services for Integrated Training Area Management (ITAM) Consolidated Projects SOO.

Project Management: This section contains tasks related to LRAM fieldwork and

assessments. NFE is expected to manage project priorities/scheduling, develop annual, monthly status reports and maintain weekly coordination with IGRs on project status. NFE will provide execution reports to IMCOM GR upon request that include coordination and procurement of LRAM/RTLA equipment, software, hardware, office supplies, field supplies, vehicles, and fuel for NFE procured vehicles.

Task 1 Project Management Plan (PMP): The PMP documents coordination of project activities to ensure that all stakeholders are kept informed of the project development status, existing or potential problems, and any changes required to manage projects to meet the needs of the 15 installation's project stakeholders and decision-makers. NFE may modify the PMP to account for installation specific conditions (e.g., additional consultations). Note: Project execution schedules and timelines within the PoP are iterative. Weather events, unit utilization of training lands, surface danger zones when live fire ranges are active, government priority shifts, local installation training requirements and Federal environmental protection measures such as: the Endangered Species Act, Migratory Bird Treaty Act, National Historic Preservation Act, wetlands mitigation etc. influence when project areas can be accessed. The NFE will determine individual project schedules locally with close coordination with the IGR. Overall SOO planning and management is coordinated through the GOR. Individual installation tasks are coordinated through the IMCOM GR and IGR to include the attendance, participation, and providing input to various meetings, conferences, and briefings as required by the Government to facilitate effective communications and information distribution.

The first draft of the PMP will be submitted with the award package. The draft PMP is subject to a five (5) business day Government review and comment period, through the GOR. NFE will submit the final PMP to the GOR within thirty calendar (30) days after the Project is awarded. The PMP is considered a living document subject to changes driven by events and conditions at the service location. The GO will approve all changes to the final PMP.

NOTE - The Army is not averse to considering new NFE-proposed internal management approaches that expedite project accomplishment, as long as these approaches do not conflict with already established policies, legal requirements, or timelines identified within installation specific activities. With the award package, the NFE will submit the first draft PMP that contains, at a minimum, the following information:

A description of the technical approach, management approach, the planning, execution, and completion of the performance objectives.

Alternate execution plans when project execution is changed due to project coordination and approval timelines with other garrison offices, or impeding weather conditions will be approved by IGR in writing.

A template of the Monthly Status Report (MSR) that provides the project status to the IMCOM GR, IGR and the GOR to meet the deliverable in Task 5 will be discussed and agreed upon at the kickoff meeting.

Task 2 Project Completion Report. NFE will provide the Government with a detailed project

completion report, based on the project progress at each installation.

The project report will include monthly estimated completion rate of each task, deliverable, and activity according to the description in the SOO for each installation through the term of the PoP. The approved project reporting strategy will be the basis for determining tasks completed, deliverables submitted, and activity milestones met. Any changes to the project reporting strategy during the course of the project are subject to GOR approval in coordination with the IMCOM GR, in coordination with the IGR and GOR.

The first draft of the Project reporting strategy will be submitted with the proposal. The draft Project report is subject to a five (5) business day Government review and comment period, through the IMCOM GR and GOR. NFE will submit the final Project reporting strategy to the GOR and IMCOM GR within thirty calendar (30) days after the Project is awarded. The Project report is considered a living document subject to changes driven by events and conditions at the service location.

The GOR and IMCOM GR, in coordination with the IGR, will approve all changes to the final Project reporting strategy.

Task 3 Monthly Updates. The update should consolidate all tasks, activities, and deliverables completed at each installation during the previous month, and include the activity number, project status, as well as labor hours, and estimated materials/equipment hours used for each project. NFE will prepare the monthly status updates report and submit the final by close of business NLT the last business day of each month.

Task 4 Quarterly Progress Report. The NFE will submit a quarterly performance report for each installation using the OMB approved SF-PPR form. Based on date of award, quarterly are due 30 calendar days after the reporting period.

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the non-Federal entity must inform the Federal awarding agency as soon as the following types of conditions become known:

Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Task 5 Weekly Installation Project Status Updates. NFE Project Manager will coordinate weekly with the IGR concerning project status. The IGR and the NFE Project Manager will determine locally the best COA for providing weekly updates. The NFE will provide weekly status updates to IMCOM GR upon request.

Task 6 Land Rehabilitation and Maintenance (LRAM) Standards. In coordination with the

IGR, who represents the DPTMS, Range Operations, Senior Commanders, and other mission stakeholders, and the GOR and IMCOM GR, the NFE will complete projects according to specifications for repair, sustainment, and reconfiguration of projects in support of training missions and conditions or to enable the expansion of current mission into other areas; to meet goals and objectives identified in this SOO. The NFE will also (1) Ensure proper oversight and conduct inventories, ensure operational capabilities, and maintain LRAM equipment; (2) Provide coordination of LRAM crew activities with IGR; (3) Provide material and supply requirements to the IMCOM GR for task completion and maintenance of LRAM equipment. In coordination with the IGR, IMCOM GR, and GOR, the NFE will schedule and complete projects in this SOO to align with constraints identified in each activity.

LRAM Project Design: Not all LRAM projects require design support. In instances where project designs are necessary for project execution, the NFE will execute LRAM project requirements at locations according to approved designs and as described in the SOO. Designs approved by the GOR with design acceptance by the IMCOM GR and IGR, include specific location(s) and extent (area/dimensions), the specific management action(s) being applied, materials and equipment required, and project drawings and photos. The design plans will be provided to the GOR, IMCOM GR and NFE at kick-off meeting at each installation. NFE will implement state approved Best Management Practices (BMP), as previously coordinated with the DPW.

LRAM Project Approvals for Execution: NFE will complete projects approved for execution IAW the GOR and IMCOM GR, with coordination with the IGR. NFE will ensure ITAM actions are compliant with NEPA, the Clean Water Act, the Endangered Species Act, the National Historic Preservation Act, the Clean Air Act, and other applicable laws and regulations prior to project execution. Compliance includes reviewing the Facilities Engineering Work Requests (DA Form 4283) if provided and associated Record of Environmental Considerations (RECs) for Categorical Exclusions (CEs). CEs pertain to activities that do not require RECs and that are identified for inclusion into the ITAM Work Plan under this SOO.

LRAM Equipment Operation Credentials Verification.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to operate crawler type, diesel-powered, and gasoline-powered engineering and/or farm or industrial-type equipment with wheeled or crawler-type traction including tractors, brush cutters, and motor trucks.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to operate various types of trucks as required in the performance of duties and project maintenance activities such as: pickups, 2 ½ ton dump trucks, 3-ton flatbed, and four-wheel drives.

NFE providing ITAM support will verify that assigned personnel have experience, skills, training and licenses/certificates indicating proficiency on equipment used to push and grade or load and relocate earth, rip rap, gravel, or other materials; clear brush, stubble, tree stumps, and/or other debris; and repair and maintain access trails to training areas. Vehicles

will afford sufficient horsepower, proper heavy-duty suspension, possible dual wheels, and four-wheel drive, necessary to move trailer-d heavy equipment from one place to another, on both improved and unimproved roads, in inclement weather conditions.

The NFE ITAM Coordinator will verify that assigned personnel have experience, skills, training, and licenses/certificates indicating proficiency operating power and manual hand tools and will ensure all licensing and safety requirements are met per OSHA and installation safety requirements.

Task 7, LRAM Equipment/Supply Inventory and Maintenance:

NLT 30 days after project award or NLT 30 business days prior to activity execution date, the NFE will account for and document NFE and Government furnished, equipment/supplies required to complete assigned Project LRAM tasks.

NFE will perform equipment safety inspections prior to daily use, documenting equipment condition.

NFE will maintain equipment, used to complete assigned ITAM project tasks, in safe working order and follow regular service recommendations as determined in Equipment Maintenance Manuals or as directed by the Government maintenance activities. NFE will report equipment breakdowns to the IGR, schedule maintenance for all equipment, and request additional equipment as required.

NFE will obtain parts and repair quotes for equipment required to complete assigned tasks safely.

Prior to scheduling, the NFE will coordinate GFE repairs with the IGR.

NFE will provide supplies (unless otherwise indicated) required to accomplish LRAM tasks.

NFE will provide maintenance, additional attachments, and supplies required to maintain and use installation inspected and approved non-government owned equipment to accomplish tasks described in this project. Adequate maintenance procedures must be developed to keep the property in good condition.

NFE will use appropriate safety equipment, such as gloves, chaps, helmet, and hearing protection at all times to protect workers from injury.

NFE will use proper lifting/loading techniques to load and deliver heavy equipment to project sites.

NFE will maintain property records for each site that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data

including the date of disposal and sale price of the property.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

NFE will arrange and provide transport, loading, unloading, and delivery of NFE acquired equipment and supplies from installation no more than 30 days prior to the start of installation tasks or as coordinated with the IGR. NFE is responsible for receiving and accounting for all acquired equipment and supplies delivered to a given installation. NFE will follow regulations in 2 CFR 200.

Task 8 Equipment Removal/Turn In. NFE will arrange and provide transport, loading, unloading, and removal of NFE acquired equipment and supplies from installation NLT the last day of the PoP. NFE will follow regulations in 2 CFR 200.

Safety

NFE will comply with installation safety regulations and [EM 385-1-1](#) and provide daily safety briefings to all NFE personnel applicable to tasks scheduled for the day.

NFE will conduct equipment safety briefings required for the operation of all LRAM equipment and ensure that all safety requirements are adhered to at all times.

NFE will verify appropriate safety training is received in order to properly operate equipment according to OSHA standards and guidelines.

NFE will maintain records of inventories, Preventive Maintenance Checks and Services (PMCS), and daily equipment safety inspections used to complete assigned LRAM tasks.

NFE will ensure NFE staff(s) are capable of using automated data collection and management tools such as GPS receivers and database software purchased to complete activities in this project.

Equipment and Supply Transport/Delivery. The NFE will load and unload trucks and other conveyances used to move supplies and equipment required for each assigned task.

NFE will move supplies and materials to proper location by wheelbarrows or hand trucks; stack materials for storage or binning; dig, fill and tamp earth excavations; level ground using pick, shovel, tamper, and/or rake; shovel concrete; cleans culvert and ditches; cut trees and brush; and operate power mowers.

Herbicide Application. For all tasks involving the application of herbicides, the NFE will verify that personnel applying herbicide have completed state certified pesticide applicator training and are certified by the state where the installation is located. When applicable, the NFE

ITAM Coordinator will coordinate with and report all applications to the installation pest management lead for inclusion in the installation Integrated Pest Management Plan (IPMP).

Range and Training Land Assessment (RTLA) Management: NFE will perform RTLA support tasks in coordination with the IGR, the IMCOM GR, and GOR. NFE will execute identified, developed and designed RTLA assessments documented in this SOO as described in section 5.15.

The Government recognizes that Activity descriptions in the ITAM Work Plan may differ from the tasks identified in this SOO and current local condition up to the point of execution; however, the NFE will execute these tasks defined as activities in this SOO. NFE Project Manager will coordinate weekly with the IGR concerning project status. The IGR and the NFE Project Manager will determine locally the best COA for providing weekly updates. The NFE will provide weekly status updates to IMCOM GR upon request.

RTLA Coordination: NFE will coordinate and accomplish RTLA activities in this SOO and provide information to the IGR and IMCOM GR in support of training land management, and range and training land decision support. This includes: (1) identifying LRAM projects, (2) Incorporating biological considerations as part of the LRAM project prioritization process, (3) Determining the effectiveness of LRAM projects, and (4) Conducting internal encroachment assessments by routinely reviewing plans, such as the INRMP and Integrated Cultural Resource Management Plan. This support will include coordinating fieldwork, data collection, and the acquisition of materials and equipment. Additionally, the NFE, in coordination with the IGR and IMCOM GR, will provide technical support to the installation by developing RTLA data collection templates and report formats, preparing and presenting briefings, conducting meetings, providing technical expertise to prepare project scopes of work, and other documents supporting land management decisions by the Installation. ICW the IGR and IMCOM GR, the NFE will coordinate the management and collection of RTLA data.

Geographic Information System (GIS) Management. The objective of this SOO is to provide GIS support capabilities to 9 separate Army installations. SRP GIS creates, analyzes, manages, and distributes standardized geospatial information, products, and services to support range modernization, range operations, the ITAM Program, and training missions on the installations in this task order. SRP GIS support functions are inherently iterative, require frequent coordination, reviews and approvals with other Garrison offices, and are subject to individual installation timelines and processes.

The NFE is responsible for GIS duties in support of the ITAM programs at each of the installations listed in the "General Information" section (Pg 3) above.

The NFE shall provide maps and analysis for range and training land decisions and ITAM Component activities (i.e. Land Rehabilitation [LRAM] and Management, Range Operations, and Range and Training Land Assessments [RTLA]) in the ITAM Work Plan for current year and out year requirements.

The NFE shall provide and update all ITAM GIS support products for projects executed within the period of performance (PoP) for this SOO.

In the performance of all GIS tasks, the NFE shall adhere to Federal, DoD, and Army geospatial data standards; the US Army Installation Geospatial Information & Services (IGI&S) Data Proponency, Common Installation Picture (CIP), and Quality Assurance Plan (QAP) Memorandum, DAMO-TRS SRP Geospatial Data Development Strategy Memorandum, and associated geospatial data Quality Assurance Plans (QAPs) and guidance. Standard map scales are 1:25,000 and 1:50,000 scale. Larger scale maps may be required for individual training events or facilities. Maps are provided electronically (e.g., GeoPDF format) via email, at SRP GIS walk in center (paper and DVD copy), through installation portal, via SRP Web Portal, and/or at Kiosk.

The NFE will provide standard and customized maps to support unit training: standard Military Installation Map (MIM), mission planning maps, training plans, live-fire shot sheets (with SDZs), and maneuver area/corridor maps, maps of individual training facilities/areas including, maneuver training areas, landing zones, MEDEVAC, infantry movement corridors, aerial operations, special-use imagery maps, transportation, land navigation, and special use training sites.

Build and maintain SRP Geospatial Data in support of Army Strategy--includes development, maintenance, upgrade, reporting, and QA corrections for all SRP proponent data layers in compliance with Army Strategy and Command Geospatial.

Provide GIS training for Range Safety staff as needed. The NFE shall prepare/provide geospatial data and analysis and cartographic support to Range Operations that includes planning and range schedule/planning reviews; this shall include danger zones for weapon systems and munitions, and noise contours using the RMTK suite of applications. The NFE shall maintain and configure geospatial data to support automated range scheduling.

Range Facilities Management Support System (RFMSS) enhanced Graphic Fire Desk (eGFD). RFMSS as a Training Support System (TSS) enabler is designed to support operational and generating force training management. RFMSS simplifies and enhances the process of range and training facility scheduling and management functions. RFMSS assists installation staff in accounting for and managing all phases of unit training. RFMSS is required to maintain current status of all range activities. Current range status is especially crucial to personnel safety regarding use of live ammunition, aircraft, and other vehicles.

The eGFD enhances geospatial situational awareness for RFMSS Fire Desk Operators. Among many other features, Surface Danger Zones (SDZs) and Weapon Danger Zones (WDZs) will be uploaded from an export of Range Managers Toolkit (RMTK) and the new enhanced GFD (eGFD) will display the appropriate SDZs/WDZs in real time to provide an accurate description of safe and unsafe areas on the range.

The NFE shall perform the eGFD fielding that falls within the PoP of this SOO. Where the eGFD is fielded, the NFE shall perform data development and formatting, and upload and maintenance of geospatial data and maps ensuring proper attribution and make certain the data complies with RFMSS guidelines. Updated geospatial data updates are required no later than 2 business days from initial request.

The NFE shall make the maximum use of the Military Installation Map (MIM) inventory at <https://srp2.army.mil/gis/MIM/Forms/AllItems.aspx> in support of this project.

Installation Specific Activities: NFE will accomplish activities below as described. NFE will reference the Project number when updating the work plan and when providing the status of each task for tracking purposes.

Installations to be supported under this cooperative agreement: Fort AP Hill, FORT MOORE (BENNING), FORT CAMPBELL, Joint Base Langley-Eustis (JBLE), FORT EISENHOWER (GORDON), FORT CAVAZOS (HOOD), FORT HUACHUCA, FORT JACKSON, FORT GREGG-ADAMS (LEE), FORT LEONARD WOOD, FORT NOVOSEL (RUCKER), FORT SILL, & WEST POINT

LRAM SUPPORT

In adherence to the Sikes Act, conduct activities to repair, maintain, and rehabilitate landscape conditions in support of installation training missions. Primary activities are vegetation management, soil stabilization, and training land mitigation and compliance. These activities occur on: Maneuver training areas, Tactical assembly/bivouac sites, Helicopter landing zones/pickup zones, Artillery firing points, Mortar firing points, Observation points, Forward air refueling points, Land navigation courses, Amphibious launch sites, Tactical use, movement, and maneuver trails, and facilities and ranges where maneuver damage occurs as part of tactical training exercises.

Project locations include:

Fort Moore (Benning)
Fort Campbell
Fort Novosel (Rucker)
Fort Eisenhower (Gordon)
Fort Walker (AP Hill)
Fort Jackson
West Point Military Academy
Fort Leonard Wood
Fort Sill
Joint Base Langley/Eustis
Fort Huachuca
Fort Gregg-Adams (Lee)
Fort Cavazos (Hood)
Fort Bliss
Fort Knox

Vegetation Management- includes reducing vegetation to allow for line of sight and maneuverability. Management activities are mechanized and hand clearing. ***See installation specific ITAM Workplan or IMCOM Approved packet for project details.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. (LRAM designs and approvals are inherently iterative and must respond to changing priorities and land conditions.)
- Mowing/Bush Hogging
- Mechanized Brush and Small Tree Removal, Thinning, Clearing (Rotary Cutter,

- FECON, Hydro-ax)
- Hand Clearing (Chainsaw)
- Drum Chopping
- Herbicide Application (Aerial and Ground)
- Stump Grinding

Soil Stabilization- includes seeding, soil compaction, and rock application to stabilize loosely bound soils in support of soldier safety and training land sustainability. **See *installation specific ITAM Workplan for project details.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. LRAM designs and approvals are inherently iterative, and must respond to changing priorities and land conditions.
- Gravel and Aggregate Application
- Rip Rap Application
- Articulated/Cable Concrete Application
- Disking/Plowing/Subsoiling for seeding
- Fertilizing and/or Applying Lime
- Hydro-Seeding
- Apron Application
- Creating and/or Maintaining Turnouts and Diversion Ditches
- Grass Lined Channels
- Creating Water Bars
- Applying Rock Check Dams/Filter Dams
- Hard-Lined Channel Development
- Installing Low Water Crossings
- Live Staking/Live Fascine
- Installing Sediment Barriers (to include silt fencing)
- Mulching (Wheat Straw, Wood Fibers, etc... application)
- Installing Gully Plug(s)
- Terracing
- Seeding
- Culvert Placement (Repair, Maintenance)
- Forming Sediment Basins
- Installing Sediment Traps
- Erosion Control Blanket Application
- Installing Gabions
- Ditch Line Establishment/Maintenance (Tactical use trails)
- Cut and Fill
- Soil Compaction
- Crowning Trails, insloping and outsloping trails
- Developing a Level Spreader for Water Disbursement
- Grading/Shaping

- Developing Vegetative Buffers/Filters
- Developing Broad-Based Diversion Dip
- Creating Turn Pads
- Geotextile Application and Geo-Web Application
- Applying Fill Dirt

Mitigation and Compliance- Mitigation and compliance activities are related to clean water act permitting, archaeological site capping, and marking threatened and endangered species sites. Such actions must be conducted in cooperation with the natural resources, cultural resources, and environmental departments located within the Department of Public Works (DPW). **See *installation specific ITAM Workplan for project details.***

Tasks can include:

- Coordinate with appropriate Garrison offices to ensure compliance with applicable cultural and environmental laws and regulations. LRAM designs and approvals are inherently iterative, and must respond to changing priorities and land conditions.
- Clean Water Act Permitting: Acquiring storm water permits (i.e., NPDES) and developing Best Management Practices (BMPs) required for LRAM repair, maintenance, and reconfiguration projects.
- Capping archaeological/cultural sites for the purpose of providing maneuver, movement, and tactical training. Design specifications for protective caps need to be made in cooperation with installation Cultural Resources staff to ensure efforts are approved by the State Historic Preservation Office (SHPO), and where applicable, federally recognized Native American Tribes and other groups with vested interests.
- Marking of Threatened and Endangered Species (TES) Sites or Habitat, and Cultural Sites: This can include placement of Seibert Stakes or other markers around Threatened and Endangered Species (TES) and archaeological/cultural sites to designate these areas as off limits to training.

RTLA SUPPORT

Collect and analyze land condition information for the purpose of ensuring training lands can support training requirements. Assessment types and needs are determined locally at the installations. **See *installation specific ITAM Workplan for project details.***

Project locations include:

Fort Sill
 Fort Leonard Wood
 Fort Huachuca
 Fort Novosel

Tasks can include:

- Provide information to support land management decisions.
- Identify landscape conditions suitable for installation specific training missions.
- Provide recommendations on land management strategies required to support unit

training tasks.

- Identify and report sustainability issues that would impact mission capability.
- Provide information to support LRAM projects: Identify and report a need for soil stabilization and/or vegetation management to attain or maintain conditions suitable for training missions and monitor the success of LRAM projects.
- Identify suitable landscape conditions for range development.
- Conduct assessments on training area facilities to identify tactical movement and maneuver damage that will generate requirements for LRAM repair.

GIS SUPPORT

Develop, update, and manage SRP proponent geospatial data layers to support Range Operations, Range Modernization, Program Development of Training Mission Support Products, GIS Data Development and Sustainment, ITAM, and fulfill associated GIS administrative tasks.

Project locations include:

Fort Novosel (Rucker)

Fort Eisenhower (Gordon)

Fort Jackson

West Point Military Academy

Joint Base Langley/Eustis

Fort Huachuca

Fort Walker (AP Hill)

Fort Gregg-Adams (Lee)

GIS Administration- Manage SRP GIS by contributing to the development and maintenance of an annual Plan and Workplan, administration of schedules, preparing required reports, acquiring office and computer supplies, coordinating information technology support, and conducting required travel and training. SRP GIS support functions are inherently iterative, require frequent coordination, reviews, and approvals with other Garrison offices, and are subject to individual installation timelines and processes. ***See installation specific ITAM Workplan activities for additional details.***

Tasks can include:

- Coordinate with the ITAM Coordinator, GIS Coordinator and other Range staff to identify GIS related software updates/requirements, hardware replacement/requirements, supplies, imagery acquisition requirements, and other data acquisition needs.
- Facilitate training and travel requirements for SRP GIS staff; Map out Department of Army (DA) reporting schedules, and major program deliverable schedules.
- Coordinate with the installation Network Enterprise Center (NEC) for SRP GIS software and IT-related support (e.g., software installation, license upgrades); manage ESRI software under the SRP ESRI Enterprise License Agreement (ELA)
- Maintain a GIS support logs of all geospatial data layers developed and map products produced.
- Oversee SRP GIS task execution and/or contract requirements; document execution

in the ITAM Workplan

- Attend installation IGI&S and Army GIS working group meetings.
- Provide SRP GIS reports including monthly status reports (MSRs), task execution reports, and input for ITAM Plan annual execution report. Identify draft budgets necessary to support these items and provide information for inclusion in ITAM Workplan to perform these actions
- Adhere to Federal, DoD, and Army geospatial data standards; the US Army Installation Geospatial Information & Services (IGI&S) Data Prepotency, Common Installation Picture (CIP), and Quality Assurance Plan (QAP) Memorandum, Department of the Army Management Office– Training Simulations (DAMO-TRS) SRP Geospatial Data Development Strategy Memorandum, and associated geospatial data Quality Assurance Plans (QAPs) and guidance.
- Ensure that support personnel executing SRP GIS functions are trained and knowledgeable in SRP, Army, and Federal geospatial data standards (which include, but are not limited to: SRP Geospatial Data Quality Assurance Plans (QAPs), Federal Geographic Data Committee (FGDC), and the Spatial Data Standard for Facilities Infrastructure and Environment (SDSFIE) suite of standards).
- Ensure support personnel executing SRP GIS functions remain fully trained and maintain capabilities to implement the most current versions of these capabilities and the current releases of GIS, Global Positioning System (GPS), and image processing software, including: ESRI ArcPRO, ArcGIS, and ArcPad, TerraGo, GeoPDF, Trimble Positions, ERDAS Imagine, and LizardTech MrSid applications. Ensure support personnel executing SRP GIS support tasks successfully complete Range Officer Professional Development (ROPD), or equivalent level of technical training, familiarization, and/or qualification.
- Ensure personnel conducting Range Operations/Safety GIS related functions/capabilities (i.e., the use of the Range Manager's Toolkit [RMTK]) have successfully completed the Range Safety Course (Intermediate), or equivalent level of technical training, familiarization, and/or qualification. Ensure personnel are thoroughly knowledgeable of AR 350-19, AR 385-63, AR385-10, Department of the Army (DA) Pamphlet (PAM) 385-63, DA PAM 385-64, Training Circular (TC) 25-8, TC 25-1, and military weapon systems.
- Per the SRP ESRI Enterprise License Agreement (ELA) Management standard operating procedure (SOP), use My ESRI to manage ArcGIS licenses associated with the installation ESRI customer number. Update organization details, contacts, and manage user permissions on My ESRI in meeting the requirements of this task. Ensure that the appropriate onsite SRP GIS, ITAM, and/or Range Operations personnel have the required permissions on My ESRI to update organization information and manage ArcGIS licenses associated with the installation ESRI customer number. Submit new ArcGIS license requests IAW the process documented in the SRP ESRI ELA Management SOP. Manage and track ArcGIS licenses provided under the SRP ESRI ELA.
- Develop/update/manage and close out as completed ITAM Workplan activities.
- Update current/execution year ITAM Workplan, to include rescheduling unexecuted activities to future FY workplan years.
- Working with the ITAM Coordinator and/or Range Officer, develop and coordinate status information for input to the Installation Status Report (ISR).

GIS Support to Range Operations- Provide geospatial analysis and cartographic support to Range Operations. ***See installation specific ITAM Workplan activities for additional detail.***

Tasks can include:

- Attend meetings weekly as required with Range staff to identify geospatial data and mapping requirements in support of Range Operations.
- Prepare/provide geospatial data, perform geospatial analysis, and provide map products to support range operations planning, and range scheduling/planning reviews, including the creation of danger zones, the development of noise contours, and the development of range operations map products using the Range Managers Toolkit (RMTK) suite of applications.
- Perform Range Facility Management Support System (RFMSS) enhanced Graphic Fire Desk (eGFD) fielding tasks per the DA, DAMO-TRS SRP Range Facility Management Support System (RFMSS) eGFD Deployment Memorandum. Maintain and configure geospatial data to support automated range scheduling. Perform geospatial data development, formatting, upload, and maintenance of geospatial data and maps necessary to support the RFMSS eGFD. Data will include layers, MIMs, and aerial imagery as requested by Range Operations. Serve as liaison to SRP technical staff for bug reporting and upgrades.
- Maintain and configure geospatial data to update map documents as map design evolves.
- Facilitate and coordinate basic GIS training for range personnel.
- Maintain and update map documents as design evolves.
- Facilitate and coordinate basic GIS training for range personnel.

GIS Support to Range Modernization- Gather and create geospatial data and perform geospatial analysis to support Range Modernization planning charrettes and Range Modernization reconfigurations to include range siting. ***See installation specific ITAM Workplan GIS activities for additional detail.***

Tasks can include:

- Develop range project maps in accordance with Department of the Army, Range Complex Master Plan (RCMP.)
- Develop maps depicting landscape conditions, constraints, alternatives analysis, restrictions, operational overlay, safety/regulatory/stewardship, airspace, and critical infrastructure.
- Develop Safety/Regulatory/Stewardship Considerations Map
- Develop Airspace Maps
- Develop Range Project Maps
- Develop Operational Overlay Maps

GIS Program Development of Training Mission Support Products- Provide training support products in direct assistance to the execution of training strategies and missions, at all echelons, on the installation's ranges and training lands. Develop and maintain geospatial

data, perform geospatial analysis, and create training support cartographic products (i.e., maps). **See *installation specific ITAM Workplan GIS activities for additional detail.***

Tasks can include:

- Develop, maintain, and update Military Installation Maps (MIMs) with the required geospatial data layers in accordance with MIM Production Guidance Documentation (MPGD) to support mission requirements.
- Maintain, develop, and retain a copy of the geospatial data associated with each MIM to include required geospatial data layers to fill the MIM map extent. Digitally update each MIM annually (in GeoPDF format) unless changes have not been made to range and training land designations and configurations or to training support infrastructure.
- Provide a copy of the geospatial data layers to the installation for development of special map products to be used by rotational training units.
- Provide standard and customized maps to support unit training making maximum use of the Military Installation Map (MIM) Inventory available on the SRP Web Portal (<https://srp2.army.mil/gis/MIM/Forms/AllItems.aspx>). Specific map outputs include but are not limited to: standard Military Installation Map (MIM), mission planning maps, training plans, live-fire shot sheets ((with surface danger zones (SDZs)), maneuver area/corridor maps, and maps of individual training facilities/areas.
- Develop daily planning maps as an overlay that reflects training footprints and training facilities assist in identifying suitable ranges and maneuver lands required for scheduling, and represents adjustments based on range scheduling or field conditions that impact the scheduled training event(s). Respond to changing training schedules and/or training location changes stemming from weather, safety, or other factors. Updated support maps may be required in as little as one hour to meet training schedule needs.
- Develop land navigation maps in support of custom courses as needed for unit training.

GIS Data Development and Sustainment- GIS technical support shall develop, update, manage, report, and maintain the DAMO-TRS (SRP) proponent Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) Army Adaptation geospatial data layers in accordance with the DAMO-TRS SRP geospatial Data Development Strategy, the SRP geospatial data Quality Assurance Plans (QAPs), and the SDSFIE Army Adaptation. Serve as the installation/site(s) Data Steward for all DAMO-TRS (SRP) proponent geospatial data layers. Coordinate all range related facility data with the installation real property office to ensure correct real property attributes are included in the geospatial data and real property databases. Staff, review, and validate data by the installation subject matter expert (SME) for each data layer (i.e. Range Officer, ITAM Coordinator, Range Safety Officer, etc.). **See *installation specific ITAM Workplan GIS activities for additional detail.***

Tasks can include:

- Develop and validate DAMO-TRS (SRP) proponent geospatial data layers for compliance with the respective QAP.
- Complete quality assurance/quality control (QA/QC) of each geospatial data layer and associated metadata.
- Submit the data to the installation functional SME (i.e., Range Officer or equivalent) for

- review of completeness and accuracy.
- Submit geospatial data to the SRP Geospatial Support Center (GSC) for review.
- Conduct reviews of QAPs for geospatial data layers under the Data Steward's responsibility.
- Submit data to the IGI&S Support Center (Office of the Assistant Chief of Staff for Installation Management [OACSIM] IGI&S) and the SRP GSC.
- Submit map project files, associated data tables, associated map export files, symbology files, metadata, briefings, and all associated documentation collected, developed, and maintained in support of SRP GIS and related SRP functions to the SRP GSC.

GIS Support to ITAM- Provide maps and analysis for training land decisions and ITAM component activities such as LRAM and RTLA. ***See installation specific ITAM Workplan GIS activities for additional details.***

Tasks can include:

- Develop landscape condition maps for training area exercises.
- Develop project maps illustrating LRAM work parameters.
- Create maps for inclusion to the ITAM Workplan for LRAM and RTLA Project approvals.
- Develop planning level maps for LRAM project execution and identify valued cultural and natural resources.

PART 6 APPLICABLE PUBLICATIONS

APPLICABLE PUBLICATIONS (CURRENT EDITIONS): NFE (to include subs) must abide by all applicable regulations, publications, manuals, and local policies and procedures. NFE will use the references listed below to support SOO execution, to develop and provide the services and products required in this SOO. All guidance documentation will be "as of" current release at date of the Request For Proposal (RFP) unless otherwise noted below; however, it is the NFE's responsibility to ensure current documentation is utilized to execute tasks throughout the entire Project (TO) Period of Performance (PoP):

Army Regulation 350-19, The Army Sustainable Range Program, 30 August 2005.

Memorandum, DAMO-TRS, Subject: Funding Guidance for Management Decision Package (MDEP) TATM, 07 October 2022.

Department of the Army, DAMO-TRS Range and Training Land Complex Maintenance Memorandum, 30 August 2007.

ITAM Plan and Work Plan Basics Training Slides, available on the Planning/Budgeting Page, SRP Web Portal, <https://srp2.army.mil/ITAM/Pages/PlanningBudgeting.aspx>

Installation Range Safety Standard Operating Procedures (SOPs).

Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) (Army Adaptation). Downloadable from the SDSFIE web page <http://www.sdsfieonline.org/>.

Department of the Army, US Army Installation Geospatial Information & Services (IGI&S) Data Proponency, Common Installation Picture, and Quality Assurance Plans Memorandum, 15 August 2008.

Department of the Army, SRP Geospatial Data Quality Assurance Plans (QAPs), Version 3.1, 11 Aug 2014.

Department of the Army, SRP Esri Agency Central Support Standard Operating Procedure (SOP), V4, 13 May 2015.

Department of the Army, SRP Esri Enterprise License Agreement (ELA) Management SOP, V5, 11 May 15

Department of the Army, Training Circular 25-8, Training Ranges, 2 November 2021.

Department of the Army, Training Circular 25-1, Training Land, 31 July 2020.

Department of the Army, Army Regulation 210-20, Real Property Master Planning for Army Installations, 16 May 2005.

Department of the Army, Army Regulation 25-1: Army Information Management, 15 July 2019.

Department of the Army, Army Regulation 25-2, Army Cyber Security, 04 April 2019 (Supersedes AR 380-19).

Department of the Army Memorandum, DAMO-TRS Sustainable Range Program (SRP) Geospatial Data Development Strategy, Phase 3, 12 August 14.

Department of the Army, Army Regulation 115-13, Climatic, Hydrological, and Topographic Services, Installation Geospatial Information and Services, 24 March 2017.

Department of the Army, Memorandum: G-37/TR Army Installation OACSIM Geographic Information System (GIS) Requirements, 17 August 2007.

DODI 8510.01 Risk Management Framework (RMF) for DOD Information Technology (IT), 12 March 2014.

Department of Defense, DODI 8500.01, Cybersecurity, 14 March 2014.

IMCOM Narrative Funding Guidance, (as published).

Department of the Army, EXORD 360-08, Establishment of the Training Support System – Enterprise.

Department of the Army, SRPWeb Internet Application: <https://srp.army.mil>

Memorandum, ATIC-LTR, 24 June 2014, Subject: Updated Guidance for ITAM Plans and Work Plans

Department of the Army, Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007.

Department of the Army, Army Regulation 420-1, Army Facilities Management, Rapid Action Review, 24 August 2012.

Memorandum, DAIM-ED, 25 May 2006, Subject: Guidance for Implementation of the Sikes Act Improvement Act.

Department of the Army, Army Regulation 385-10, The Army Safety Program, 24 February 2017.

Department of the Army, Army Regulation 385-63, Army Range Safety, 9 March 2012.

Department of the Army Pamphlet 385-63, Range Safety, 16 April 2014

Department of the Army Pamphlet 385-64, Ammunition and Explosives Safety Standards, 24 May 2011, RAR 10 October 2013

Department of the Army Pamphlet 415-28, Guide to Army Real Property Category Codes, 10 July 2013.

FGDC Content Standards for Digital Geospatial Metadata. Downloadable from the FGDC web page: <http://www.fgdc.gov/>

Department of the Army, Range Complex Master Planning: A User Guide for U.S. Army Installations, Version 1.2, 03 January 2014.

Department of the Army IGI&S Geospatial Data QAPs, 01 February 2014

Army IGI&S Program Geospatial Data Layer QAP General Guidance, Version 2.0, 11 August 2014.

Department of the Army SDSFIE 3.1 Army Adaptation Installation Migration Timeline, April 2014.

Department of the Army SDSFIE Army Adaptation Migration Memorandum, 21 February 2014.

Army IGI&S Program SDSFIE Implementation Guidance, 31 January 2014.

Army IGI&S Program SDSFIE Migration Guidance, 24 January 2014.

Department of Defense Handbook (MIL-HDBK) 828B w/Change 1, Range Laser Safety, 5 May 2011.

International Organization of Standards (ISO) TC / 211, 191XX series Geographic Information/Geomatics, Information downloadable from: <http://www.isotc211.org/>

Defense Installation Spatial Data Infrastructure (DISDI) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) Metadata Implementation Specification (SMIS) Version 1.0.2, 28 August 2014.

Defense Installation Spatial Data Infrastructure (DISDI) Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) - Metadata (SDSFIE-M): Conceptual Schema, Version 1.0.2, 28 August 2014.

Department of the Army Memorandum, IA (IA) Training and Certification Tracking System, 8 August 2007.

Department of the Army, Army Regulation 525-13, Antiterrorism, 3 December 2019.

Department of the Army, Army Regulation 530-1, Operations Security, 26 September 2014.

DODI 4500.36-5, Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs), 7 July 2015.

Department of the Army, Army Regulation 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 17 September 2019

Department of the Army Regulation 350-52, Army Training Support System, 17 January 2014

Department of the Army, Military Installation Map (MIM) Production Guidance Documentation (MPGD), 01 March 2013, Information downloadable from: <https://srp2.army.mil/gis/Documents/MPGD%20-%20March%202013%20Update.zip>

Department of the Army, DAMO-TRS Sustainable Range Program (SRP) Range Facility Management Support System (RFMSS) Enhanced Graphic Fire Desk (EGFD) Deployment Memorandum, 6 October 2014.

DIVISION III: General Terms and Conditions

A. Preamble

(a) **Table of contents.** The following General Terms and Conditions are incorporated either in full text or by reference (as identified) into this agreement. The terms and conditions provided in full text describe required activities for the implementation of the CA by the recipient and special attention should be paid to these provisions. Additional requirements are included in the provisions that are incorporated by reference and these provisions will be used when the described circumstances arise. A copy of all the terms and conditions in full text current at the date of cooperative agreement award can be obtained from e-cfr at <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XI/subchapter-D/part-1128/appendix-Appendix%20A%20to%20Part%201128>, or upon request from the Grants Officer.

SUBDIVISION B: GENERAL TERMS AND CONDITIONS FOR ADMINISTRATIVE REQUIREMENTS

FMS Article I. Financial Management System Standard

FMS Article II. Payments

FMS Article III. Allowable Costs, Period of Availability of Funds, and Fee or Profit

FMS Article IV. Revision of Budget and Program Plans

FMS Article V. Non-Federal Audits

FMS Article VI. Cost Sharing or Matching

FMS Article VII. Program Income

PROP Article I. Title to Property

PROP Article II. Property Management System

PROP Article III. Use and Disposition of Real Property

PROP Article IV. Use and Disposition of Equipment and Supplies

PROP Article V. Use and Disposition of Federally Owned Property

PROP Article VI. Intangible Property

PROC Article I. Procurement Standards for States

PROC Article II. Procurement Standards for Institutions of Higher Education, Nonprofit Organizations, Local Governments, and Indian Tribes

PROC Article III. Contract Provisions for Recipient Procurements

REP Article I. Performance Management, Monitoring, and Reporting

REP Article II. Financial Reporting

REP Article III. Reporting on Property

REP Article IV. Reporting on Subawards and Executive Compensation

OAR Article I. Submitting and Maintaining Recipient Information

OAR Article II. Records Retention and Access

OAR Article III. Remedies and Termination

OAR Article IV. Claims, Disputes, and Appeals

OAR Article V. Collection of Amounts Due

OAR Article VI. Closeout

OAR Article VII. Post-Closeout Adjustments and Continuing Responsibilities

SUB Article I. Distinguishing Subawards and Procurements

SUBDIVISION C – GENERAL TERMS AND CONDITIONS FOR NATIONAL POLICY REQUIREMENTS

NP Article I. Nondiscrimination national policy requirements

NP Article II. Environmental national policy requirements

NP Article III. National policy requirements concerning live organisms

NP Article IV. Other National Policy Requirements

(b) **Scope.** All the terms and conditions apply to this Cooperative Agreement unless identified as “(Reserved)”.

(c) **Effective date.** 17 January 2023

(d) **English language.** In accordance with 2 CFR 200.111(b) the recipient offeror must translate any of the award content (including attachments to it and any material incorporated into the award by reference) into another language to the extent that the recipient's compliance with the award's terms and conditions depends upon a significant number of its employees who are not fluent in English being able to read and comprehend that content. If the recipient does translate any award content into another language, either as required by paragraph (d)(1) of this section or at its own initiative, the original award content in the English language will take precedence in the event of an inconsistency between the award requirements in the English and translated versions.

(e) **Plain language.**

FMS (Financial Management System)

PROP (Property)

PROC (Procurement)

REP (Reporting)

OAR (Other Administrative Requirements)

SUB (Subawards)

NB (National Policy)

B. Administrative Requirements

Financial and Program Management System Standards (FMS) (2 CFR 1128)

FMS Article I. Financial Management System Standards. (DECEMBER 2014)

Section A. System Standard for States: As a State, you must expend and account for funds under this award in accordance with:

1. Applicable State laws; and
2. To the extent they comply with the requirements of Section B of this Article, your procedures for expending and accounting for your own State funds.

Section B. System standards for all recipients. Your financial management system must provide for:

1. Inclusion, in your accounts, of the following information about each DoD grant or cooperative agreement that you receive:
 - a. That you received the award from DoD;

- b. The number and title listed in the Catalog of Federal Domestic Assistance for the DoD program under which the award was made;
 - c. The DoD award number; and
 - d. The year (your fiscal year) in which you received the award.
2. Accurate, current, and complete disclosure of the financial results of the award needed to comply with financial and programmatic reporting requirements that are specified in REP Articles I and II of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award concerning reporting requirements. If you are asked at any time under this award to report financial information on an accrual basis, you:
- a. Need not establish an accrual accounting system if you maintain your records on a different basis; and
 - b. May develop the accrual data based on an analysis of the data you have on hand.
3. Records that identify adequately the sources of funds for all activities funded by DoD awards, including any required cost sharing or matching, and the application of those funds. This includes funding authorizations; your obligations and expenditures of the funds; unobligated balances; property and other assets under the award; program income; and interest.
4. Effective control over, and accountability for, all funds, property, and other assets under this award. You must adequately safeguard all assets and ensure they are used solely for authorized purposes (see Section C of this article for additional requirements concerning internal controls).
5. Comparison of expenditures under this award for project or program purposes with amounts in the approved budget for those purposes.
6. The ability to relate financial data to performance accomplishments under this award if you are required to do so by the programmatic reporting requirements in REP Article I of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award concerning reporting requirements.
7. Written procedures:
- a. To implement requirements specified in FMS Article II, "Payments;"
 - b. For determining the allowability of costs, which for this award are determined in accordance with FMS Article 111, "Allowable costs, period of availability of funds, and fee or profit," of these general terms and conditions, as supplemented by any award-specific terms and conditions of this award that relate to allowability of costs.

Section C. Internal controls. Your system of internal controls must conform to OMB guidance in 2 CFR 200.303. With respect to paragraph (e) of 2 CFR 200.303, your internal control system must include measures to safeguard any information that Federal statute, Executive order, or regulation requires to be protected (e.g., personally identifiable or export-controlled information), whether generated under the award or provided to you and identified as being subject to protection.

FMS Article II. Payments (December 2014)

1. Frequency of requests. You may request payments as often as you wish unless you have been granted a waiver from requirements to receive payments by electronic funds transfer (EFT). If you have been granted a waiver from EFT requirements, the award-specific terms and conditions of this award specify the frequency with which you may submit payment requests.
2. Withholding of payments. We will withhold payments for allowable costs under the award at any time during the period of performance only if one or more of the following applies:
- a. We suspend either payments or the award, or disallow otherwise allowable costs, as a remedy under OAR Article III due to your material failure to comply with Federal statutes,

regulations, or the terms and conditions of this award. If we suspend payments and not the award, we will release withheld payments upon your subsequent compliance. If we suspend the award, then amounts of payments are subject to adjustment in accordance with the terms and conditions of OAR Article III.

b. You are delinquent in a debt to the United States as defined in OMB Circular A-129, "Policies for Federal Credit Programs and Non-Tax Receivables," in which case we may, after reasonable notice, inform you that we will not make any further payments for costs you incurred after a specified date until you correct the conditions or liquidate the indebtedness to the Federal Government.

c. The award-specific terms and conditions of this award include additional requirements that provide for withholding of payments based on conditions identified during our pre-award risk evaluation, in which case you should have been notified about the nature of those conditions and the actions needed to remove the additional requirements.

3. Depository requirements.

a. There are no eligibility requirements for depositories you use for funds you receive under this award.

b. You are not required to deposit funds you receive under this award in a depository account separate from accounts in which you deposit other funds. However, FMS Article I requires that you be able to account for the receipt, obligation, and expenditure of all funds under this award.

c. You must deposit any advance payments of funds you receive under this award in insured accounts whenever possible and, unless any of the following apply, you must deposit them in interest-bearing accounts:

i. You receive a total of less than \$120,000 per year under Federal grants and cooperative agreements.

ii. You would not expect the best reasonably available interest-bearing account to earn interest in excess of \$500 per year on your cash balances of advance payments under Federal grants and cooperative agreements.

iii. The best reasonably available interest-bearing account would require you to maintain an average or minimum balance higher than it would be feasible for you to do within your expected Federal and non-Federal cash balances.

iv. A foreign government or banking system precludes your use of interest-bearing accounts.

d. You may retain for administrative expenses up to \$500 per year of interest that you earn in the aggregate on advance payments you receive under this award and other Federal grants and cooperative agreements. You must remit annually the rest of the interest to the Department of Health and Human Services, Payment Management System, using the procedures set forth in OMB guidance in 2 CFR 200.305(b)(9).

Section C. Electronic funds transfer and other payment procedural instructions or information.

1. Electronic funds transfer. Unless the award-specific terms and conditions of this award provide otherwise, you will receive payments under this award by electronic funds transfer.

2. [Reserved]

FMS Article IV. Revision of Budget and Program Plans {DECEMBER 2014}

Section A. Approved budget. The approved budget of this award:

1. Is the most recent version of the budget that you submitted, and we approved (either at the time of the initial award or a more recent amendment), to summarize planned expenditures for project or program purposes.

2. Includes all Federal funding that we make available to you under this award to use for project or program purposes and any cost sharing or matching that you are required to provide under this award for those same purposes

Section B. Revisions requiring prior approval.

1. Non-construction activities. You must request prior approval from us for any of the following program or budget revisions in non- construction activities:

- a. A change in the scope or objective of the project or program under this award, even if there is no associated budget revision that requires our prior approval.
- b. A change in a key person identified in the award cover pages.
- c. The approved principal investigator's or project director's disengagement from the project for more than three months, or a 25 percent reduction in his or her time devoted to the project.
- d. The inclusion of direct costs that require prior approval in accordance with the applicable cost principles, as identified in FMS Article III.
- e. The transfer to other categories of expense of funds included in the approved budget for participant support costs, as defined at 2 CFR 200.75.
- f. A subaward to another entity under which it will perform a portion of the substantive project or program under the award, if it was not included in the approved budget. This does not apply to your contracts for acquisition of supplies, equipment, or general support services you need to carry out the project or program.
- g. Any change in the cost sharing or matching you provide under the award, as included in the approved budget, for which FMS Article VI requires prior approval.
- h. A transfer of funds among direct cost categories or programs, functions, and activities, if the Federal share of the total value for your award exceeds the simplified acquisition threshold and the cumulative amount of the transfers exceeds or is expected to exceed 10 percent of the approved budget.
- i. The need arises for additional Federal funds to complete the project or program.

2. Construction activities. You must request prior approval from us for any of the following program or budget revisions in construction activities:

- a. A change in the scope or objective of the project or program under this award, even if there is no associated budget revision that requires our prior approval.
- b. The need arises for additional Federal funds to complete the project or program.
- c. The inclusion of direct costs that require prior approval in accordance with the applicable cost principles, as identified in FMS Article III.

3. Funding transfers between construction and non-construction activities.

Section C. Pre-award costs, carry forward of unobligated balances, and one-time no-cost extensions. You are authorized, without requesting prior approval from us, to:

1. Charge to this award after you receive it pre-award costs that you incurred, at your own risk, up to 90 calendar days before the start date of the period of performance, as long as they are costs that would be allowable charges to the project or program under the terms and conditions of FMS Article III if they were incurred during the period of performance.

2. (RESERVED)

3. Initiate a one-time extension of the period of performance by up to 12 months, as long as:

- a. You notify us in writing with the supporting reasons and revised end date of the period of performance at least 10 calendar days before the current end date.

- b. The extension does not require any additional Federal funding.
- c. The extension does not involve any change in the scope or objectives of the project or program.

Section D. Procedures.

1. We will review each request you submit for prior approval for a budget or program change and, within 30 calendar days of our receipt of your request, we will respond to you in writing to either:
 - a. Notify you whether your request is approved; or
 - b. Inform you that we still are considering the request, in which case we will let you know when you may expect our decision.
2. [Reserved]

FMS Article V. Non-Federal Audits (DECEMBER 2014)

Section A. Requirements for entities subject to the Single Audit Act. You and each subrecipient under this award that is an institution of higher education, nonprofit organization, State, local government, or Indian tribe must comply with the audit requirements specified in Subpart F of 2 CFR part 200, which is the OMB implementation of the Single Audit Act, as amended (31 U.S.C. chapter 75).

Section B. Requirements for for-profit entities. Any for-profit entity that receives a subaward from you under this award is subject to the audit requirements specified in 32 CFR 34.16. Your subaward terms and conditions will require the subrecipient to provide the reports to you if it is willing to do so, so that you can resolve audit findings that pertain specifically to your subaward (e.g., disallowance of costs). If the for-profit entity is unwilling to agree to provide the auditor's report to you, contact the grants officer for this award to discuss an alternative approach for carrying out audit oversight of the subaward. If the grants officer does not provide an alternative approach within 30 days of receiving your request, you may determine an approach to ensure the for-profit subrecipient's compliance with the subaward terms and conditions, as described in OMB guidance at 2 CFR 200.501(h).

FMS Article VI. Cost Sharing or Matching (DECEMBER 2014)

Section A. Required cost sharing or matching.

1. If any cost sharing or matching is required under this award, the total amount or percentage required is shown in the award cover pages and included in the approved budget. That cost sharing or matching includes all:
 - a. Cash contributions to the project or program either made by or through (if made by a third party) you and any subrecipients.
 - b. Third-party in-kind contributions to the project or program.
2. You must obtain our prior approval if you wish to:
 - a. Change the amount or percentage of cost sharing or matching required under this award.
 - b. [Reserved]

Section B. Allowability as cost sharing or matching. Each cash or third party in-kind contribution toward any cost sharing or matching required under this award, whether put forward by you or a subrecipient under a subaward that you make, is allowable as cost sharing or matching if:

1. You (or the subrecipient, if it is a subrecipient contribution) maintain records from which one may verify that the contribution was made to the project or program and, if it is a third-party in-

kind contribution, its value.

2. The contribution is not counted as cost sharing or matching for any other Federal award.
3. The contribution is:
 - a. Allowable under the cost principles applicable to you (or the subrecipient, if it is a subrecipient contribution) under FMS Article III of these terms and conditions; and
 - b. Allocable to the project or program and reasonable.
4. The Government does not pay for the contribution through another Federal award, unless that award is under a program that has a Federal statute authorizing application of that program's Federal funds to other Federal programs' cost sharing or matching requirements.
5. The value of the contribution is not reimbursed by the Federal share of this award as either a direct or indirect cost.
6. The contribution conforms to the other terms and conditions of this award, including the award-specific terms and conditions.

Section C. Allowability of unrecovered indirect costs as cost sharing or matching. You may use your own or a subrecipient's unrecovered indirect costs as cost sharing or matching under this award. Unrecovered indirect costs means the difference between the amount of indirect costs charged to the award and the amount that you and any subrecipients could have charged in accordance with your respective approved indirect cost rates, whether those rates are negotiated or de minimis (as described in 2 CFR 200.414(f)).

Section D. Allowability of program income as cost sharing or matching. If FMS Article VII of these general terms and conditions or the award- specific terms and conditions of this award specify that you are to use some or all of the program income you earn to meet cost-sharing or matching requirements under the award, then program income is allowable as cost sharing or matching to the extent specified in those award terms and conditions.

Section E. Valuation of services or property that you or subrecipients contribute or donate. You must establish values for services or property contributed or donated toward cost sharing or matching by you or subrecipients in accordance with the provisions of this section. These contributions or donations are distinct from third-party in-kind contributions to you or subrecipients, which are addressed in Section F of this article.

1. Usual valuation of services or property that you or subrecipients contribute or donate. Values established for contributions of services or property by you or a subrecipient must be the amounts allowable in accordance with the cost principles applicable to the entity making the contribution (i.e., you or the subrecipient), as identified in FMS Article III. For property, that generally is depreciation.
2. Needed approvals for, and valuation of, property that you or subrecipients donate.
 - a. Types of property that may be donated.
 - i. Buildings or land. If the purposes of this award include construction, facilities acquisition, or long-term use of real property, you may donate buildings or land to the project if you obtain our prior approval. Donation of property to the project, as described in PROP Article I, means counting the value of the property toward cost sharing or matching, rather than charging depreciation.
 - ii. Other capital assets. If you obtain our prior approval, you may donate to the project other capital assets identified in 2 CFR 200.439(b)(1) through (3).
 - b. Usual valuation of donated property. Unless you obtain our approval as described in paragraph E.2.c of this article, the value for the donated property must be the lesser of:

- i. The value of the remaining life of the property recorded in your accounting records at the time of donation, or
 - ii. The current fair market value.
- c. Approval needed for alternative valuation of property. If you obtained our approval in the approved budget, you may count as cost sharing or matching the current fair market value of the donated property even if it exceeds the value of the remaining life of the property recorded in your accounting records at the time of donation.
- d. Federal interest in donated property. Donating buildings, land, or other property to the project, rather than charging depreciation, results in a Federal interest in the property in accordance with PROP Article I of these terms and conditions.

Section F. Valuation of third-party in-kind contributions.

1. General. If a third party furnishes goods or services to you or subrecipients that are to be counted toward cost sharing or matching under this award, the entity to which the third party furnishes the goods or services (i.e., you or a subrecipient) must document the fair market value of those in-kind contributions and, to the extent feasible, support those values using the same methods the entity uses internally.

2. Valuation of third-party services. You must establish values for third-party volunteer services and services of third parties' employees furnished to you or subrecipients as follows:

a. Volunteer services. Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor must be valued in accordance with 2 CFR 200.306(e).

b. Services of third parties' employees. When a third-party organization furnishes the services of its employees to you or a subrecipient, values for the contributions must be established in accordance with 2 CFR 200.306(f).

c. Additional requirement for donations to nonprofit organizations. For volunteer services or services of third parties' employees furnished to a nonprofit organization:

i. OMB guidance in 2 CFR 200.434(e) also applies and may require the nonprofit organization to allocate a proportionate share of its applicable indirect costs to the donated services.

ii. The indirect costs that the nonprofit organization allocates to the donated services in that case must be considered project costs and may be either reimbursed under the award or counted toward required cost sharing or matching, but not both.

3. Valuation of third-party property. You must establish values for third-party property furnished to you or subrecipients as follows:

a. Supplies donated by third parties. When a third-party organization donates supplies (e.g., office, laboratory, workshop, or classroom supplies), the value that may be counted toward cost sharing or matching may not exceed the fair market value of the supplies at the time of donation.

b. Equipment, buildings, or land donated by third parties.

i. The value of third-party donations of equipment, buildings, or land that may be counted toward cost sharing or matching when the third party transferred title to you or a subrecipient depends on the purpose of the award in accordance with the following:

(A) If one of the purposes of the award is to assist you or the subrecipient in the acquisition of equipment, buildings, or land, you may count the aggregate fair market value of the donated property toward cost sharing or matching.

(B) If the award's purposes instead include only the support of activities that require the

use of equipment, buildings, or land, you may only charge depreciation unless you obtain our prior approval to count as cost sharing or matching the fair market value of equipment or other capital assets and fair rental charges for land.

ii. The values of the donated property must be determined in accordance with the usual accounting policies of the entity to which the third party transferred title to the property, with the qualifications specified in 2 CFR 200.306(i)(1) and (2) for donated land and buildings and donated equipment, respectively.

c. Use of space donated by third parties. If a third party makes space available for use by you or a subrecipient, the value that you may count toward cost sharing or matching may not exceed the fair rental value of comparable space as established by an independent appraisal, as described in 2 CFR 200.306(i)(3).

d. Equipment loaned by third parties. If a third party loans equipment for use by you or a subrecipient, the value that you may count toward cost sharing or matching may not exceed its fair rental value.

FMS Article VII. Program Income {December 2014}

Section A. Definition. The term "program income" as used in this award:

1. Is gross income that:
 - a. You earn that is directly generated by a supported activity or earned as a result of this award; or
 - b. A subrecipient earns as a result of a subaward you make under this award.
2. Includes, but is not limited to, income earned under this award from:
 - a. Fees for services performed;
 - b. The use or rental of real or personal property acquired under any Federal award and currently administered under this award;
 - c. The sale of commodities or items fabricated under this award;
 - d. License fees and royalties on patents and copyrights; and
 - e. Payments of principal and interest on loans made with Federal award funds.
3. Does not include for purposes of this award any:
 - a. Interest earned on advance payments, disposition of which is addressed in FMS Article II;
 - b. Proceeds from the sale of real property, equipment or supplies, which is addressed in PROP Articles III and IV;
 - c. Rebates, credits, discounts, and interest earned on any of them; and
 - d. Governmental revenues, including any taxes, special assessments, levies, fines and similar revenues you raise.

Section B. Encouragement to earn program income. You are encouraged to earn program income under this award when doing so does not interfere with the program or project the award supports.

Section C. Costs of generating program income. You may deduct costs incidental to the generation of program income from the amount that you use in accordance with Section E of this Article, as long as those costs are not charged to this award (which includes their being counted toward any cost sharing or matching you are required to provide).

Section D. License fees and royalties. You have no obligations to the Federal Government with

respect to program income earned under this award from license fees and royalties for patents or patent applications, copyrights, trademarks, or inventions developed or produced under the award.

Section E. Use of program income.

1. You must use any program income that you earn during the period of performance under this award to increase the amount of the award (the sum of the Federal share and any cost sharing or matching you are required to provide), thereby increasing the amount budgeted for the project. The program income must be used for the purposes and under the terms and conditions of the award.
2. Your use of the additional funding is subject to the terms and conditions of this award, including:
 - a. FMS Article II concerning your use of balances of program income before you request additional funds from us; and
 - b. FMS Article III concerning allowability of costs for which the funds may be used.
3. You must report on each Federal Financial Report (SF-425) that you submit in accordance with REP Article II the program income that you earn and any that you use during the reporting period covered by that SF-425.

Section F. Duration of accountability for program income. The requirements concerning disposition of program income in Section E of this Article apply only to program income you earn during the period of performance. There are no requirements under this award applicable to program income you earn after the end of the period of performance.

Property Administration PROP (2 CFR 1130)

PROP Article I. Title to Property. (December 2014)

Section A. Title to property acquired under this award.

1. **General.** Other than any property identified in paragraph A.2 of this section as exempt property:
 - a. Title to real property, equipment, and supplies that you acquire (whether by purchase, construction or fabrication, development, or otherwise) and charge as direct project costs under this award vests in you, the recipient. Title to intangible property that you acquire (other than by developing or producing it) under this award also vests in you.
 - b. That title is a conditional title, subject to the terms and conditions in PROP Articles II-IV, Section D of PROP Article VI, and REP Article III of this award.
 - c. There is a Federal interest in the property, other than intangible property that you develop or produce under the award. For real property, equipment, and intangible property, we retain this Federal interest until final disposition of the property under PROP Article III (for real property), PROP Article IV (for equipment and supplies), or Section D of PROP Article VI (for intangible property that is acquired, other than by developing or producing it), a period that in some cases may extend beyond closeout of this award.
2. Exempt property. [Reserved]

Section B. Property trust relationship.

1. Basic requirement. Other than intangible property that you develop or produce under the award, you hold any real property, equipment, or intangible property that you acquire or improve under this award in trust for the beneficiaries of the project or program that you are carrying out under the award.
2. Notices of record. [Reserved]

Section C. Federally owned property. Title to any federally owned property that we provide to you

under this award (or for which accountability is transferred to this award from another Federal award) remains with the Federal Government.

Section D. Federal interest in donated real property or equipment. If real property or equipment is acquired under this award through your donation of the property to the project or program (i.e., counting the value of the remaining life of the property recorded in your accounting records or the fair market value as permitted under FMS Article VI of this award as part of your share of project costs to meet any cost sharing or matching requirements, rather than charging depreciation):

1. The Federal Government acquires through that donation an interest in the real property or equipment, the value of which at any given time is the product of:
 - a. The Federal share of the project costs under this award; and
 - b. The current fair market value of the property at that time.
2. The real property or equipment is subject to Section B of this article and the terms and conditions of PROP Articles II-IV and REP Article III that are applicable to property acquired under the award.
3. The Federal interest in the real property or equipment must be addressed at the time of property disposition.

Section E. Federal interest in property improved under the award.

1. The Federal Government has an interest in improvements (as distinct from ordinary repairs and maintenance) you make to an item of real property or equipment if you charge the costs of the improvements as direct costs to this award.
2. We thereby acquire an interest in the property if the Government did not previously have one. If the Government already had an interest in the property, the value of that Federal interest in the property increases by the amount of the Federal interest in the improvements.
3. The property is subject to Section B of this article and the terms and conditions of PROP Articles II-IV and REP Article III that are applicable to real property or equipment acquired under the award.
4. The Federal interest must be addressed at the time of property disposition.

PROP Article II. Property Management System. (December 2014)

Section A. Insurance coverage for real property and equipment. You must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved under this award as you provide for real property and equipment that you own.

Section B. Other property management system standards for a State.

1. Equipment. Your property management system for equipment acquired or improved in whole or in part under this award must be in accordance with your State laws and procedures.
2. **Federally owned property.** You may use your own property management system for any federally owned property for which you are accountable, as long as it meets the following minimum standards:
 - a. **Records.** Your records must include for each item of federally owned property:
 - i. A description of the item.
 - ii. The location of the item.
 - iii. The serial or other identification number.

- iv. Which Federal agency holds title.
 - v. The date you received the item.
 - vi. Any data on the ultimate disposition of the item, such as the date of disposal.
 - vii. The Federal award identification number of the award under which you are accountable for the item.
- b. **Inventory.** You must take a physical inventory of federally owned property annually.
- c. Control system. You must:
- i. Maintain an internal property control system with adequate safeguards to prevent loss, damage, or theft of federally owned property.
 - ii. Investigate any loss, damage, or theft of federally owned property and promptly notify the award administration office.
- d. Maintenance. You must maintain the property in good condition.

Section C. Other property management system standards for an institution of higher education, nonprofit organization, local government, or Indian tribe. Your procedures for managing equipment (including replacement equipment) acquired or improved in whole or in part under this award and any federally owned property for which you are accountable under this award must, as a minimum, meet the requirements in this section.

1. **Records.** You must maintain records that include for each item of equipment or federally owned property:
 - a. A description of the item.
 - b. The serial or other identification number.
 - c. Who holds title (e.g., you or the Federal Government and, if the latter, which Federal agency).
 - d. The source of funding for the equipment, including the Federal award identification number, or the source of the federally owned property, including the award number of the award under which you are accountable for the property.
 - e. The acquisition date and cost of the equipment (or improvement to the equipment) or the date you received the federally owned property.
 - f. The location, use, and condition of the equipment or federally owned property.
 - g. Information from which one can calculate the amount of the Federal interest in the acquisition or improvement of the item (this amount is zero after you compensate us for the Federal interest in the item or improvement).
 - h. Any data on the ultimate disposition of the item including the date of disposal and sale price.
2. **Labelling.** You must ensure that property owned by the Federal Government is labeled to identify it as federally owned property.
3. **Inventory.**
 - a. You must take a physical inventory of equipment in which there is a Federal interest and reconcile the results with your records at least once every 2 years.
 - b. You must take an annual inventory of any federally owned property for which you are accountable under this award.
4. **Control system.** You must:

- a. Maintain an internal property control system with adequate safeguards to prevent loss, damage, or theft of equipment and federally owned property.
 - b. Investigate any loss, damage, or theft and notify the award administration office if it involved equipment in which there is a Federal interest under the award or federally owned property.
5. **Maintenance.** You must maintain equipment acquired or improved in whole or in part under the award and federally owned property in good condition.

PROP Article III. Use and Disposition of Real Property. (December 2014)

Section A. Use of real property.

1. You must use real property acquired or improved under this award for the originally authorized purpose as long as needed for that purpose. During that time, you may not:
 - a. Dispose of the property except, with the approval of the award administration office, to acquire replacement property under this award, in which case you must use the proceeds from the disposition as an offset to the cost of the replacement property; or
 - b. Encumber the title or other interests in the property without the approval of the award administration office identified in this award.
2. During the time that the real property is used for the originally authorized purpose, you may make the property available for use on other projects or programs, but only if that use will not interfere with the property's use as needed for its originally authorized purpose.
 - a. First preference must be given to other projects or programs supported by DoD Components and second preference to those supported by other Federal agencies.
 - b. Third preference is for other projects or programs not currently supported by the Federal Government. You should charge user fees for use of the property in those cases, if it is at all practicable.
3. When the real property is no longer needed for the originally authorized purpose, with the written approval of the award administration office, you may delay final disposition of the property to use it on other federally sponsored projects or programs. A condition for the award administration office's approval is that the other projects or programs have purposes consistent with those authorized for support by the DoD Component that made the award under which the property was acquired or improved.

Section B. Disposition of real property. When you no longer need real property for the originally authorized purpose, you must obtain disposition instructions from the award administration office, except as provided in paragraph A.3 of this article. Those instructions will provide for one of the following three alternatives, which are that you:

1. Retain title after compensating us for the Federal interest in the property, which is to be computed as specified in the definition of "Federal interest."
2. Sell the property and compensate us for the Federal interest in the property, as described in 2 CFR 200.311(c)(2).
3. Transfer title to us or a third party we designate, as described in 2 CFR 200.311(c)(3).

PROP Article IV. Use and Disposition of Equipment and Supplies. (December 2014)

Section A. Property subject to this article. This article specifies requirements for use and disposition of equipment and supplies. If a provision of PROP Article I identifies any type of equipment or supplies as exempt property, requirements of this Article apply to that exempt property only to the extent specified in that provision of PROP Article I or an award-specific term or condition. The types of non-exempt property to which this article applies are:

1. Supplies that you acquire either by purchase or by donation as cost sharing or matching under this award; and
2. Equipment for which title is vested conditionally in you. That includes equipment with a conditional title resulting from your having, either under this award or under a previous award from which you transferred accountability for the equipment to this award:
 - a. Directly charged as project costs, in whole or in part, the acquisition (by purchase, construction or fabrication, or development) of equipment;
 - b. Donated the equipment to the project or program by counting the value of the remaining life of the property recorded in your accounting records or the fair market value toward any cost sharing or matching requirements under the award, rather than charging depreciation (see PROP Article I, Section D); or
 - c. Directly charged as project costs improvements to the equipment that meet the criteria given in paragraph E.1 of PROP Article I.

Section B. Requirements for a State's use and disposition of equipment. You:

1. Must use the equipment for the authorized purposes of the project or program during the period of performance, or until the property is no longer needed for those purposes.
2. May not encumber the property without the prior written approval of the award administration office.
3. Must use and dispose of the equipment in accordance with your State laws and procedures.

Section C. Use of equipment by an institution of higher education, nonprofit organization, local government, or Indian tribe. You:

1. Must use the equipment for the authorized purposes of the project or program under this award until the equipment is no longer needed for those purposes, whether or not the project or program continues to be supported by this award.
2. May not encumber the equipment without the prior written approval of the award administration office.
3. During the time that the equipment is used for the project or program under this award:
 - a. You must make the equipment available for use on other projects or programs but only if that use will not interfere with the equipment's use as needed for the project or program supported by this award.
 - i. First preference must be given to other projects or programs supported or previously supported by DoD Components
 - ii. Second preference to projects or programs supported or previously supported by other Federal agencies.
 - iii. Third preference is for other projects or programs not supported by the Federal Government. You should charge user fees for use of the equipment in those cases, if it is at all practicable.
 - b. You may use the equipment, if you need to acquire replacement equipment,

as a trade-in or sell it (using sales procedures designed to ensure the highest possible return) and use the proceeds from the sale to offset the cost of the replacement equipment.

4. When the equipment is no longer needed for the project or program under this award, you may defer final disposition of the equipment and continue to use it on other federally sponsored projects or programs. You must give first priority to other projects or programs supported by DoD Components.
5. Notwithstanding the encouragement in FMS Article VII to earn program income, you may not use equipment in which there currently is a Federal interest - whether you acquired it under this award or are otherwise accountable for it under this award - to provide services for a fee that is less than private companies charge for equivalent services.

Section D. Disposition of equipment by an institution of higher education, nonprofit organization, local government, or Indian tribe. You must request disposition instructions from the award administration office when either original or replacement equipment acquired under this award with a current fair market value that exceeds \$5,000 is no longer needed for the original project or program or for other federally sponsored activities as described in paragraph C.4 of this article. For each item of equipment with a current fair market value of \$5,000 or less, you may retain, sell, or otherwise dispose of the item with no further obligation to the Federal Government.

1. We may issue disposition instructions that:
 - a. Allow you to retain or sell any item of equipment after compensating us for the Federal interest in the property, which is to be computed as specified in the definition of "Federal interest;" or
 - b. Require you to transfer title to the equipment to a Federal agency or a third party, in which case you are entitled to compensation from us for the non-Federal interest in the equipment, plus any reasonable shipping or interim storage costs incurred.
2. If we fail to provide disposition instructions for any item of equipment within 120 calendar days of receiving your request, you may retain or sell the equipment, but you must compensate us for the amount of the Federal interest in the equipment.
3. If you sell the equipment:
 - a. You must use sales procedures designed to ensure the highest possible return; and
 - b. You may deduct and retain for selling and handling expenses either \$500 or ten percent of the proceeds, whichever is less.

Section E. Use and disposition of supplies acquired under this award.

1. **Use.** As long as we retain a Federal interest in supplies acquired under this award either by purchase or by donation as cost sharing or matching, you may not use the supplies to provide services to other organizations for a fee that is less than private companies charge for equivalent services, notwithstanding the encouragement in FMS Article VII to earn program income.
2. **Disposition.** If you have a residual inventory of unused supplies with aggregate value exceeding \$5,000 at the end of the period of performance under this award, and the supplies are not needed for any other Federal award, you must retain the supplies or sell them but must in either case compensate us for the amount of the Federal interest in the supplies. You may deduct and retain for selling and handling expenses either \$500 or ten percent of the proceeds, whichever is less.

PROP Article V. Use and Disposition of Federally Owned Property. (December 2014)

Section A. Use. During the time that federally owned property for which you are accountable under this award is used for the project or program supported by the award, you:

1. Also may make the property available for use on other federally supported projects or programs, but only if that use will not interfere with the property's use for the project or program supported by this award. You must give first priority to other projects or programs supported by DoD Components.
2. May use the property for purposes other than federally supported projects or programs only with the prior approval of the awarding office or, if you request approval after the award is made, the award administration office.

Section B. Disposition. You must request disposition instructions from the award administration office for any federally owned property under this award, including any property for which a subrecipient is accountable under a subaward you make under this award, either:

1. At any time during the period of performance if the property is no longer needed for the project or program supported by this award; or
2. At the end of the period of performance.

PROP Article VI. Intangible Property. (December 2014)

Section A. Assertion of copyright.

1. You may assert copyright in any work that is eligible for copyright protection if you acquire ownership of it under this award, either by developing it or otherwise.
2. With respect to any work, you developed or otherwise acquired under this award, DoD reserves a royalty-free, nonexclusive and irrevocable license to:
 - a. Reproduce, publish, or otherwise use the work for Federal Government purposes; and
 - b. Authorize others to reproduce, publish, or otherwise use the work for Federal Government purposes.

Section B. Inventions developed under the award.

1. **Applicability of Governmentwide clause for research awards.** You must comply with the Governmentwide patent rights award clause published at 37 CFR 401.14, with the modifications described in paragraph B.2 of this section. DoD adopts that Governmentwide clause for the following entities, thereby broadening the applicability beyond types of entities included in the definition of "contractor" in 37 CFR part 401:

- a. Any governmental or nonprofit entity (the types of entities subject to these general terms and conditions) receiving a DoD award for the performance of experimental, research, or developmental work;
- b. Any governmental, nonprofit, or for-profit entity receiving a subaward to perform experimental, research, or developmental work under an award described in paragraph B.1.a of this section.

2. Modifications to the wording of the Governmentwide clause. DoD adopts the Governmentwide clause at 37 CFR 401.14, as described in paragraph B.1 of this section, with the following modifications:

- a. **Terminology.** Throughout the Governmentwide clause:
 - i. Insert the terms "recipient" and "subrecipient (or contractor to the recipient or to a subrecipient)" to replace the terms "contractor" and "subcontractor," respectively.

- ii. Insert the terms "award" and "subaward (or contract under either the award or a subaward)" to replace the terms "contract" and "subcontract;" respectively.
- b. Final report. Add a new subparagraph (f)(S) to read, 'The recipient must submit a final report listing all subject inventions made under the award or stating that there were none. The final report is due 90 calendar days after the end date of the period of performance unless you request, and we grant, an extension of the due date.'
- c. Broadening applicability to all entities. Delete paragraphs (g)(2) and (3) of the Governmentwide clause, redesignate paragraph (g)(1) as paragraph (g) and delete the phrase "to be performed by a small business firm or domestic nonprofit organization" from paragraph (g) as redesignated.

Section C. Data produced under the award.

- 1. Data in general. The Federal Government has the right to:
 - a. Obtain, reproduce, publish, or otherwise use the data produced under this award; and
 - b. Authorize others to receive, reproduce, publish, or otherwise use the data produced under this award for Federal Government purposes.
- 2. Research data requested under the Freedom of Information Act (FOIA).
 - a. If we receive a request under the FOIA for "research data" that are related to "published research findings" produced under this award and that were "used by the Federal Government in developing an agency action that has the force and effect of law," you must provide the data to us within a reasonable time after we request it from you, so that the data can be made available to the public through procedures established under the FOIA.
 - b. For purposes of the requirement in paragraph C.2.a of this section, 2 CFR 200.31 S(e) provides definitions of the phrases "published research findings," "used by the Federal Government in developing an agency action that has the force and effect of law," and "research data."

Section D. Use and disposition of intangible property acquired, but not developed or produced, under the award.

- 1. Applicability. This section applies to a patent, patent application, copyright, or other intangible property acquired, but not developed or produced, under this award.
- 2. **Use.** You:
 - a. Must use the intangible property for the authorized purpose under this award until the intangible property is no longer needed for that purpose, whether or not that purpose is still being supported by this award.
 - b. May not encumber the intangible property without the prior written approval of the award administration office.
- 3. Disposition. When the intangible property is no longer needed for the originally authorized purpose, you must contact the award administration office to arrange for disposition in accordance with the procedures specified for disposition of equipment in either section B or D of PROP Article IV, as applicable.

Recipient Procurement Procedures (PROC) (2 CFR 1132)

PROC Article I. Procurement Standards for States. (December 2014)

Section A. Use of State procurement system. Subject only to the conditions in Sections B

through D of this article, you must use the same policies and procedures to procure supplies, equipment, real property, and services under this award that you use when you procure those items for State purposes using non-Federal funds.

Section B. Procurement of recovered materials. You must comply with the Resource Conservation and Recovery Act requirements described in OMB guidance in 2 CFR 200.322.

Section C. Debarment and suspension. You must comply with restrictions on awarding procurement transactions to excluded or disqualified parties and other requirements specified by OMB guidelines on nonprocurement debarment and suspension at 2 CFR part 180, as implemented by DoD at 2 CFR part 1125.

Section D. Contract provisions. You must include provisions in your procurement transactions under this award to require the contractors' compliance with the requirements specified in PROC Article III, as applicable.

PROC Article II. Procurement Standards for Institutions of Higher Education, Nonprofit Organizations, Local Governments, and Indian Tribes. (December 2014)

Section A. General procurement standards.

1. For procurement under this award, you must comply with the following paragraphs of OMB guidance in 2 CFR 200.318:
 - a. 200.318(a) concerning documented procurement procedures;
 - b. 200.318(b) concerning oversight of contractors;
 - c. 200.318(c) concerning standards of conduct and conflicts of interest;
 - d. 2 CFR 200.318(d) concerning purchases of unnecessary or duplicative items;
 - e. 200.318(e) concerning intergovernmental or inter-entity agreements;
 - f. 200.318(g) concerning value engineering;
 - g. 200.318(i) concerning procurement records;
 - h. 200.318(j) concerning time and material type contracts; and
 - i. 200.318(k) concerning settlement of issues arising out of procurements.
2. You must do business only with responsible contractors who are able to perform, as described in OMB guidance in 2 CFR 200.318(h). Related to that, you must comply with restrictions on awarding procurement transactions to excluded or disqualified parties and other requirements specified by OMB guidelines on nonprocurement debarment and suspension at 2 CFR part 180, as implemented by DoD at 2 CFR part 1125.

Section B. Competition. You must award procurement transactions under this DoD award in accordance with the competition requirements described in OMB guidance in 2 CFR 200.319.

Section C. Procurement methods. You must award procurement transactions under this award using methods described in OMB guidance in 2 CFR 200.320.

Section D. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. You must take the affirmative steps described in OMB guidance in 2 CFR 200.321 when awarding procurement transactions under this award.

Section E. Contract cost and price. When awarding a contract under this award, you must follow the procedures related to costs and price that are described in OMB guidance in 2 CFR 200.323, using the applicable cost principles specified in FMS Article III.

Section F. Contract provisions. You must include provisions in your procurement transactions under this award to require the contractors' compliance with the requirements of PROC Article 111, as applicable.

Section G. Procurement of recovered materials. If you are a political subdivision of a State, you must comply with the Resource Conservation and Recovery Act requirements described in OMB guidance in 2 CFR 200.322.

Section H. Review of procurement documents. Upon our request, you must make available:

1. Technical specifications on proposed procurements, as described in 2 CFR 200.324(a).
2. Pre-procurement documents for our review, as described in 2 CFR 200.324(b) unless you are exempt from that requirement under 2 CFR 200.324(c).

Section I. Bonding requirements. If you award a construction or facility improvement contract under this award with a value in excess of the simplified acquisition threshold, you must comply with at least the minimum requirements for bidders' bid guarantees and contractors' performance and payment bonds described in 2 CFR 200.325(a) through (c), unless a provision in the award-specific terms and conditions of this award exempts you from the requirement based on our determination that your bonding policy and requirements are adequate to protect Federal interests.

PROC Article III. Contract Provisions for Recipient Procurements. (December 2014)

Section A. Contract provisions for administrative requirements.

1. Remedies. In any contract under this award for an amount in excess of the simplified acquisition threshold, you must provide for administrative, contractual, or legal remedies, including any appropriate sanctions and penalties, when the contractor violates or breaches the contract terms.
2. Termination. In any contract for an amount in excess of \$10,000, you must specify conditions under which you may terminate the contract for cause or convenience; the procedures for termination; and the basis to be used for settlement.
3. Allowable costs under cost-type contracts. In any cost-type contract with an entity, you must include a clause to permit the entity to charge to the contract only costs that are allowable under the cost principles that FMS Article III identifies as applicable to that type of entity, as supplemented by any award-specific terms and conditions related to allowability of costs that are included in this award. Your contract clause may permit the contractor to use its own cost principles in determining the allowability of its costs charged to the contract, as long as its cost principles comply with those Federal cost principles supplemented by any award-specific terms and conditions of this award.
4. Rights in copyright and data. You must include in each contract under this award a provision requiring that the contractor:
 - a. Grant the Federal Government a royalty-free, nonexclusive and irrevocable right to:
 - i. Reproduce, publish, or otherwise use for Federal purposes any work that is subject to copyright and that the contractor develops, or acquires ownership of, under this award;
 - ii. Authorize others to reproduce, publish, or otherwise use such work for Federal purposes; and
 - b. Grant the Federal Government the right to:
 - i. Obtain, reproduce, publish, or otherwise use data produced under this award;
 - ii. Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes; and

- c. Include the Federal Government rights described in subparagraphs 4.a. and 4.b. of this section in any subcontracts.
5. Access to records.
- a. In any negotiated, cost-type or time and materials contract for an amount in excess of the simplified acquisition threshold, you must provide for access to any of the contractor's books, documents, papers, and records that are directly pertinent to that contract to enable and support audits, examinations, excerpts, and transcriptions. The contract provision must provide access to those records for all of the following and their duly authorized representatives:
 - i. You;
 - ii. Us as the Federal awarding agency, including our Inspector General; and
 - iii. The Comptroller General of the United States.
 - b. In any audit services contract for performance of an audit required by the Single Audit Act, as implemented by OMB in Subpart F of 2 CFR part 200, you must provide for the access to audit documentation described in 2 CFR 200.517(b).
6. Records retention.
- a. In any negotiated, cost-type or time and materials contract for an amount in excess of the simplified acquisition threshold, you must provide for retention of all records that are directly pertinent to that contract for 3 years after you make final payment and all pending matters are closed.
 - b. In any audit services contract for performance of an audit required by the Single Audit Act, as implemented by OMB in Subpart F of 2 CFR part 200, you must provide for the retention of audit documentation described in 2 CFR 200.517(a).
7. **Reporting.** In any contract awarded under this award, you must include any provision for the contractor's reporting to you that may be needed in order for you to meet your requirements under this award to report to us.

Section B. Contract provisions for national policy requirements.

1. Equal employment opportunity. You must include the clause provided in 41 CFR 60-1.4(b) in any "federally assisted construction contract" (as defined in 41 CFR 60-1.3) under this award, unless provisions of 41 CFR part 60-1 exempt the contract from the requirement.
2. Wage Rate Requirements (Construction), formerly the Davis-Bacon Act. With respect to each construction contract for more than \$2,000 to be awarded using funding provided under this award, you must:
- a. Place in the solicitation under which the contract will be awarded a copy of the current prevailing wage determination issued by the Department of Labor;
 - b. Condition the decision to award the contract upon the contractor's acceptance of that prevailing wage determination;
 - c. Include in the contract the clauses specified at 29 CFR 5.5(a) in Department of Labor regulations at 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction," to require the contractor's compliance with the Wage Rate Requirements (Construction), as amended (40 U.S.C. 3141-44, 3146, and 3147); and
 - d. Report all suspected or reported violations to the award administration office identified in this award.
3. Copeland Act prohibition on kickbacks. In each contract under this award that is subject to the Wage Rate requirements in paragraph 2 of these provisions, you must:

- a. Include a provision requiring the contractor to comply with the anti-kickback provisions of the Copeland Act (18 U.S.C. 874 and 40 U.S.C. 3145), as supplemented by Department of Labor regulations at 29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States."
 - b. Report all suspected or reported violations to the award administration office identified in the award notice cover sheet of this award.
4. Contract Work Hours and Safety Standards Act for work involving mechanics or laborers. In each contract for an amount greater than \$100,000 that involves the employment of mechanics or laborers and is not a type of contract excepted under 40 U.S.C. 3701, you must include the clauses specified in Department of Labor (DoL) regulations at 29 CFR 5.5(b) to require use of wage standards that comply with the Contract Work Hours and Safety Standards Act (40 CFR, Subtitle II, Part A, Chapter 37), as implemented by DoL at 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction."

5. Patents and inventions. If you procure the services of a nonprofit organization, small business firm, or other entity for the performance of experimental, developmental or research work, you must include in the contract the clause prescribed in Section B of PROP Article VI to establish contractual requirements regarding subject inventions resulting from the contract and provide for Federal Government rights in those inventions.

6. Clean air and water requirements. You must:

- a. In each contract for an amount greater than \$150,000 under this award, include a clause requiring the contractor to comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401-7671 q), Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), and standards, orders, or regulations issued under those acts; and
- b. Report any violations of the Acts, standards, orders, or regulations to both the award administration office identified in this award and the appropriate regional office of the Environmental Protection Agency.

7. Nonprocurement suspension and debarment. Unless you have an alternate method for requiring the contractor's compliance, you must include a clause in each contract for an amount equal to or greater than \$25,000 for other than federally required audit services and in each contract for federally required audit services regardless of dollar value to require the contractor to comply with

OMB guidance on nonprocurement suspension and debarment in 2 CFR part 180, as implemented by DoD regulations at 2 CFR part 1125.

8. Byrd Amendment anti-lobbying requirements. In each contract for an amount exceeding \$100,000, you must include a clause requiring the contractor to submit to you the certification and any disclosure forms regarding lobbying that are required under 31 U.S.C. 3152, as implemented by the DoD at 32 CFR part 28.

9. Purchase of recovered materials by States or political subdivisions of States. In each contract under which the contractor may purchase items designated in Environmental Protection Agency (EPA) regulations in 40 CFR part 247, subpart B, you must include a clause requiring the contractor to comply with applicable requirements in those EPA regulations, which implement Section 6002 of the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6962).

10. **Fly America requirements.** In each contract under which funds provided under this award might be used for international air travel for the transportation of people or property, you must include a clause requiring the contractor to:

- a. Comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118, also known as the "Fly America" Act), as implemented at 41 CFR 301-10.131 through 301-10.143. The statute and regulations provide that

U.S. Government-financed international air travel of passengers and transportation of personal effects or property must use a U.S.

Flag air carrier or be performed under a cost-sharing arrangement with a U.S. carrier, if such service is available; and

- b. Include the requirements of the Fly America Act in all subcontracts that might involve international air transportation.
11. Cargo preference for United States flag vessels. In each contract under which equipment, material, or commodities may be shipped by oceangoing vessels, you must include the clause specified in Department of Transportation regulations at 46 CFR 381.7(b) to require that at least 50 percent of equipment, materials or commodities purchased or otherwise obtained with Federal funds under this award, and transported by ocean vessel, be transported on privately owned U.S.-flag commercial vessels, if available.

Financial Programmatic and Property Reporting (REP) (2 CFR 1134)

REP Article I. Performance Management, Monitoring, and Reporting. (DECEMBER 2014)

Section A. Required reporting form, format, or data elements for interim and final performance reports. [Reserved]

Section B. Frequency, reporting periods, and due dates for interim performance reports. [Reserved]

Section C. Due date and reporting period for final performance report.

1. Due date. You must submit the final performance report under this award no later than [90 calendar days for non-construction awards other than research or 120 calendar days for research awards] after the end date of the period of performance unless we approve an extension of that due date as described in Section D of this article.

2. Reporting period. [Reserved]

Section D. Extensions of due dates. You may request extensions of the due dates that Sections B and C of this Article specify for interim and final reports, respectively. You must provide the reasons for your request and we will approve extensions that are adequately justified.

Section E. Reporting significant developments. You must report the following information to us as soon as you become aware of it

1. Problems, delays, or adverse conditions that will materially impair your ability to meet the objectives of this award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
2. Favorable developments which will enable you to meet schedules and objectives sooner or at less cost than anticipated or produce more or different beneficial results than originally planned.

Section F. Performance reporting procedures. [Reserved]

Section G. Site visits. We reserve the right to make site visits as warranted to monitor program performance under this award.

REP Article II. Financial Reporting. (DECEMBER 2014)

Section A. Required reporting form, format, or data elements for interim and final financial reports. [Reserved]

Section B. Interim financial reports: Frequency, reporting periods, and due dates. [Reserved]

Section C. Final financial report. You must submit the final financial report under this award no later than 120 calendar days after the end date of the period of performance.

Section D. Extensions of due dates. You may request extensions of the due dates that Sections B and C of this Article specify for interim and final reports, respectively. You must provide the reasons for your request, and we will approve extensions that are adequately justified

Section E. Where and how to submit financial reports. [Reserved]

REP Article III. Reporting on Property {DECEMBER 2014}

Section A. Real property. Paragraphs A.1 through A.4 apply to real property for which you are accountable under this award, for as long as there is a Federal interest in the property {whether that interest is due to you or a subrecipient having acquired or improved the property under this award, or a transfer of the accountability for the property to this award from another award).

1. Periodic status reports. You must submit periodic status reports, as follows:

- a. Frequency and duration of reporting requirement. [Reserved]
- b. **Due dates.** [Reserved]
- c. **Other submission instructions.** [Reserved]

2. **Notifications of critical changes.** You must notify the award administration office of any critical change in the status of real property as soon as feasible after you become aware of it. A critical change is any event with a significant adverse impact on the condition or value of the property, such as damage due to fire; flood, hurricane, or other severe weather; earthquake; or accident.

3. **Requests for disposition instructions.** You must comply with applicable requirements in PROP Article III to request disposition instructions, either during the period of performance or at closeout.

4. **Closeout accounting.** You must account to the award administration office for real property at the time of closeout of the award, as required by Section D of OAR Article VI.

Section B. Equipment and supplies. Paragraphs B.1 through B.4 apply to equipment or supplies for which you are accountable under this award and in which there is a Federal interest {whether that interest is due to you or a subrecipient having acquired or improved the property under this award, or a transfer of the accountability for the property to this award from another award).

1. **Periodic status report.** There is no requirement for periodic reporting during the period of performance.

2. **Notifications of loss, damage, or theft.** You must comply with applicable requirements in PROP Article II governing your property management system to promptly notify the award administration office of any loss, damage, or theft of equipment.

3. **Requests for disposition instructions.** You must comply with applicable requirements in PROP Article IV to request disposition instructions for equipment, either during the period of performance or at closeout.

4. Closeout accounting.

- a. **Equipment.** You must account to the award administration office for equipment at the time of closeout of this award, as required by Section D of OAR Article VI.

- b. **Supplies.** If you have a residual inventory of unused supplies that meets the criteria specified in paragraph E.2 of PROP Article IV, you must as part of your closeout accounting arrange with the award administration office for the compensation that paragraph specifies for the Federal interest in the supplies.

Section C. Federally owned property. Paragraphs C.1 through C.3 apply to federally owned property for which you are accountable under this award.

1. Annual inventory. You must submit annually to the award administration office an inventory of federally owned property.
2. **Notifications of loss, damage, or theft.** As provided in PROP Article II governing your property management system, you must promptly notify the award administration office of any loss, damage, or theft of federally owned property.
3. **Requests for disposition instructions.** You must comply with requirements in Section B of PROP Article V to request disposition instructions, either during the period of performance or at closeout.
4. **Closeout accounting.** Your requests for disposition instructions for federally owned property, as described in paragraph C.3 of this section, satisfy the need to account for federally owned property at closeout (see Section D of OAR Article VI).

Section D. Intangible property. Paragraphs D.1 through D.3 apply to intangible property for which you are accountable under this award.

1. **Inventions developed under the award.** You must submit all reports on subject inventions developed under this award that are required by the modified Governmentwide patent rights award provision specified in Section B of PROP Article VI, which include a disclosure of each subject invention and a final report listing all such subject inventions.
2. **Copyrights and data.** You are not required to submit periodic reports about data produced under the award or about works for which you acquired ownership under this award, either by development or otherwise, and in which copyright was asserted. However, because of the DoD/Federal Government's rights in the works and data that Sections A and C of PROP Article VI specify, you must provide information about the works and data if we request it.
3. Intangible property acquired, but not developed or produced, under the **award.** You must comply with requirements in Section D of PROP Article VI to request disposition instructions for intangible property acquired, but not developed or produced, under the award.

REP Article IV. Reporting on Subawards and Executive Compensation (DECEMBER 2014)

You must report information about subawards and executive compensation as specified in the award provision in appendix A to 2 CFR part 170, "Reporting subaward and executive compensation information," modified as follows:

1. To accommodate any future designation of a different Governmentwide website for reporting subaward information, the website "<http://www.fsr.gov>" cited in paragraphs a.2.i. and a.3 of the award provision is replaced by the phrase "<http://www.fsr.gov> or successor OMS-designated website for reporting subaward information";
2. To accommodate any future designation of a different Governmentwide website for reporting executive compensation information, the website "<http://www.sam.gov>" cited in paragraph b.2.i. of the award provision is replaced by the phrase "<https://www.sam.gov> or successor OMS-designated website for reporting information on total compensation"; and

3. The reference to "Sec. __.210 of the attachment to OMB Circular A-133, 'Audits of States, Local Governments, and Non-Profit

Organizations•' in paragraph e.3.ii of the award provision is replaced by "2 CFR 200.330, as implemented in SUB Article I of this award".

REP Article V. Other Reporting. (Date) [Reserved]

Other Administrative Requirements (OAR) (2 CFR 1136)

OAR Article I. Submitting and Maintaining Recipient Information. (DECEMBER 2014)

Section A. System for Award Management.

1. Unless you are exempted from this requirement in accordance with OMB guidance in 2 CFR 25.110, you must maintain the currency of information about yourself in the system the Federal Government specifies as the repository for information about its business partners (currently the System for Award Management (SAM)).
2. You must maintain the information in that system until you submit the final financial report required under this award or receive the final payment, whichever is later.
3. You must review and update the information at least annually after your initial registration in the system (unless you are subject to the requirements in Section B) and more frequently if required by changes in your information.

Section B. Reporting of Performance and Integrity Information.

1. **General/ reporting requirement.** If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this award, then during that period of time you must maintain in SAM the currency of information required by paragraph 8.2 of this section. Note that:
 - a. This reporting is required under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313).
 - b. As required by section 3010 of Public Law 111-212, all performance and integrity information posted in the designated information system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
 - c. Recipient information is submitted to the OMS-designated integrity and performance system through the SAM, as described in paragraph 8.3 of this section. The currently designated integrity and performance information system is the Federal Awardee Performance and Integrity Information System (FAPIIS).
2. **Proceedings about which you must report.** Submit the information that the designated information system requires about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent 5-year period; and
 - c. Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined in paragraph B.5. of this section;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

- iii. An administrative proceeding, as defined in paragraph B.5. of this section, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - (A) It could have led to an outcome described in paragraph B.2.c.i, ii, or iii of this section;
 - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (C) The requirement in this section to disclose information about the proceeding does not conflict with applicable laws and regulations.
3. Reporting procedures. Submit the information required in paragraph B.2 of this section to the Entity Management functional area of the SAM.
 - a. Current procedures are to submit the information as part of the maintenance of your information in the SAM that Section A of this article requires.
 - b. You do not need to submit the information again under this award if you already reported current information to the SAM under another Federal grant, cooperative agreement, or procurement contract.
4. Reporting frequency. During any period of time when you are subject to the requirement in paragraph B.1 of this section, you must report to SAM at least semiannually following your initial report of any information required in paragraph B.2 of this section, either to provide new information not reported previously or affirm that there is no new information to report.
5. Definitions. For purposes of this section:
 - a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract, grant, or cooperative agreement. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - i. Only the Federal share of the funding under any Federal agency award with a recipient cost share or match; and
 - ii. The value of all expected funding increments and options, even if not yet exercised, under each Federal agency award.

Section C. Disclosure of evidence of integrity-related issues.

1. Disclosure requirement. At any time during the period of performance of this award, if you have evidence that a covered person committed a covered action (see paragraphs C.2 and C.3 of this section) that may affect this award, you must disclose the evidence in writing to the Office of the Inspector General, DoD, with a copy to the grants officer identified in the award cover pages.

2. Covered person. As the term is used in this section, "covered person" means a principal, employee, or agent of either you or a subrecipient under this award, where:
 - a. "Principal" means:
 - i. An officer, director, owner, partner, principal investigator, or other person with management or supervisory responsibilities that relate to this award; or
 - ii. A consultant or other person, whether or not employed by you or a subrecipient or paid with funds under this award, who:
 - (A) Is in a position to handle funds under this award;
 - (B) Is in a position to influence or control the use of those funds; or
 - (C) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the project or program under this award.
 - b. "Agent" means any individual who acts on behalf of, or who is authorized to commit you or the subrecipient, whether or not employed by you or the subrecipient.
3. Covered action. As the term is used in this section, "covered action" means a violation of Federal criminal law in Title 18 of the United States Code involving fraud, bribery, or a gratuity violation.
4. Safeguarding of the information.
 - a. To the extent permitted by law and regulation, we will:
 - i. Safeguard and treat information you disclose to us as confidential if you mark the information as "confidential" or "proprietary."
 - ii. Not release the information to the public in response to a Freedom of Information Act (5 U.S.C. 552) request without notifying you in advance.
 - b. We may transfer documents you provide to us to any other department or agency within the Executive Branch of the Federal Government if the information relates to matters within that organization's jurisdiction.

OAR Article II. Records Retention and Access. (DECEMBER 2014)

Section A. Records retention period. Except as provided in Sections B through D of this article:

1. You must keep records related to any real property and equipment acquired, in whole or in part, using Federal funds under the award for 3 years after final disposition of the property. For any item of exempt property with a current fair market value greater than \$5,000, and for which final disposition was not a condition of the title vesting, you must keep whatever records you need for as long

as necessary to ensure that you can deduct the Federal share if you later use the property in contributions for cost sharing or matching purposes under any Federal award.
2. You must keep records related to rate proposals for indirect or facilities and administrative costs, cost allocation plans, and supporting records such as indirect cost rate computations and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback or composite fringe benefit rates) as follows:
 - a. If you are required to submit a proposal, plan, or other computations to your Federal cognizant agency for indirect costs, as the basis for negotiation of a rate, you must

keep the submissions and all supporting records for 3 years from the date on which you were required to make the submissions.

- b. If you are not required to submit a proposal, plan, or other computation as the basis for negotiation, you must keep the proposal, plan, other computation, and supporting records for 3 years from the end of the fiscal year or other accounting period covered by the proposal, plan, or other computation.
3. You must keep other financial records, supporting documents, statistical records, and other records pertinent to this award for a period of 3 years from the date you submit your final financial report under the award.

Section B. Extensions of retention period due to litigation, claim, or audit.

1. If any litigation, claim, or audit begins before the end of the 3-year retention period specified in Section A of this article and the final action related to the litigation, claim, or audit is not taken before the end of that 3-year period, you must retain all records related to this award that may be involved in the litigation, claim, or audit until all findings involving the records have been resolved and final action taken.
2. We may disallow costs and recover funds under this award based on an audit or other review of records you elected to retain beyond the retention period required by this article, even if the audit or review begins after the end of the 3-year retention period specified in Section A of this article. Thus, the "retention period," as that term is used in OMB guidance in 2 CFR 200.344(a)(1), is extended, as described in 2 CFR 200.333(b), to include the entire period during which we and our authorized representatives continue to have access to those records under paragraph F.2 of this article.

Section C. Records for program income earned after the end of the performance period. In accordance with Section F of FMS Article VII, there are no requirements under this award applicable to program income you earn after the end of the period of performance and therefore no associated records retention requirements.

Section D. Records for joint or long-term use.

1. Joint use. To avoid duplicate recordkeeping for records that you and we both need to use on a continuous basis, we may ask you to make special arrangements with us, by mutual agreement, to make records available for joint and continuous use.
2. Long-term use. If we determine that some records will be needed longer than the 3-year period specified in Section A of this article, we may request that you either:
 - a. Retain the records for a longer period of time; or
 - b. Transfer the records to our custody for long-term retention.
3. Retention requirements for transferred records. For any records transferred to our custody, you are not subject to the records retention requirements in Section A of this article.

Section E. Methods for collecting, transmitting, and storing information .

1. You should, whenever practicable, collect, transmit, and store information related to this award in open and machine-readable formats rather than in closed formats or on paper. However, if you request it, we will:
 - a. Provide award related-information to you on paper; and
 - b. Accept award related-information from you on paper. In that case, we will not require more than an original and two copies.

2. When your original records are in an electronic form that cannot be altered, you do not need to create and retain paper copies of those records.
3. When your original records are on paper, you may substitute electronic versions produced through duplication or using other forms of electronic media, provided that:
 - a. You conduct periodic quality control reviews of the records;
 - b. You provide reasonable safeguards against alteration of the records; and
 - c. The records remain readable.

Section F. Access to records.

1. Scope of Federal Government access rights.
 - a. We as the awarding agency, the Federal Government Inspectors General, the Comptroller General of the United States, and any of our authorized representatives have the right of access to any documents, papers, or other records you have that are pertinent to this award, in order to make audits, examinations, excerpts, and transcripts.
 - b. This right also includes timely and reasonable access to your personnel for the purposes of interview and discussion related to the records.
 - c. As described in OMB guidance at 2 CFR 200.336(b), the access to records described in this section will include access to the true name of a victim of a crime only under extraordinary and rare circumstances.
 - i. You are required to provide that access only in response to a court order or subpoena pursuant to a bona fide confidential investigation, or in response to a request duly authorized by the head of the DoD Component or his or her designee; and
 - ii. You must take appropriate steps to protect this sensitive information.
2. Duration of Federal Government access rights. We have the access rights described in paragraph F.1 of this section as long as you retain the records.
3. Public access.
 - a. You must comply with requirements to protect information that Federal statute, Executive order, or regulation requires to be protected (e.g., personally identifiable or export controlled information), to include both information generated under this award and information provided to you and identified as being subject to protection. Other than those limitations on dissemination of information, we place no restrictions on you that limit public access to your records pertinent to this award.
 - b. We do not place any requirements on you to permit public access to your records separate from any Federal, State, local, or tribal statute that may require you to do so.
 - c. The Freedom of Information Act (FOIA, 5 U.S.C. 552) does not apply to records in your possession but records you provide to us generally will be subject to FOIA, with the applicable exemptions.

OAR Article III. Remedies and Termination. (DECEMBER 2014)

Section A. Non-compliance with award terms and conditions . If you fail to comply with a term or condition of this award or an applicable Federal statute or regulation, we may amend this award to impose award-specific conditions, as described in OMB guidance in 2 CFR 200.207. If imposing award-specific conditions, we will notify you before modifying the award and, once you have corrected the non-compliance, promptly remove the award-

specific conditions. If we determine that the imposition of award-specific conditions is insufficient to correct the non-compliance or the non-compliance remains uncorrected despite the use of award-specific conditions, we may consider taking one or more of the remedies specified in Section B of this article.

Section B. Remedies for noncompliance.

1. If you fail to comply with a term or condition of this award or an applicable Federal statute or regulation, we may take one or more of the following actions that we deem appropriate to the circumstances:
 - a. Temporarily withhold cash payments pending:
 - i. Your correction of the deficiency; or
 - ii. Our taking more severe enforcement action.
 - b. Disallow (that is, deny both use of funds and any applicable cost-sharing or matching credit for) all or part of the cost of the activity or action not in compliance;
 - c. Suspend or, in accordance with paragraph C.1.a.i of this article, terminate this award, in whole or in part (suspension of an award is a separate and distinct action from suspension of a person under 2 CFR parts 180 and 1125, as noted in paragraph B.3 of this article);
 - d. Withhold further awards to you for the project or program that is not in compliance;
 - e. Take any other action legally available to us under the circumstances.
2. You may raise an objection to our taking any remedy we take under paragraph B.1 of this section and will be given an opportunity to provide information and documentation challenging the action. The procedures are those specified in OAR Article IV for claims and disputes.
3. Our use of any remedy under paragraph B.1 of this section, including suspension or termination of the award, does not preclude our referring the noncompliance to a suspension and debarment official and asking that official to consider initiating a suspension or debarment action under 2 CFR part 1125, the DoD implementation of OMB guidance at 2 CFR part 180.

Section C. Termination.

1. This award may be terminated in whole or in part as follows:
 - a. Unilaterally by the Federal Government. We will provide a notice of termination if we unilaterally terminate this award in whole or in part, which we may do for either of the following reasons:
 - i. Your material failure to comply with the award terms and conditions. If we terminate the award for that reason, we will report the termination to the OMS-designated integrity and performance system (currently FAPIIS). In accordance with 41 U.S.C. 2313, each Federal awarding official must review and consider the information in the OMS-designated integrity and performance system with regard to any proposal or offer before awarding a grant or contract.
 - ii. The program office does not have funding for an upcoming increment if this award is incrementally funded. In that case, the Federal Government's financial obligation does not exceed the amount currently obligated under the award.
 - b. By mutual **agreement**. With your consent, we may terminate this award, in whole or in part, for any reason. In that case, you and we must agree to:

- i. The termination conditions, including the effective date; and
 - ii. In the case of a partial termination, the portion to be terminated.
- c. Unilaterally by the recipient. You may unilaterally terminate this award, in whole or in part, by sending us written notification that states:
 - i. The reasons for the termination;
 - ii. The effective date; and
 - iii. In the case of partial termination, the portion to be terminated. In that case, however, we may terminate the award in its entirety if we determine that the remaining portion of the award will not accomplish the purposes for which we made the award.
- 2. If this award is terminated in its entirety before the end of the performance period, you must complete the closeout actions for which you are responsible under OAR Article VI. The due date for each action is to be measured relative to the date of termination.
- 3. If this award is only partially terminated before the end of the performance period, with a reduced or modified portion of the award continuing through the end of the performance period, then closeout actions will occur at the end of the performance period as specified in OAR Article VI.
- 4. You will continue to have all of the post-closeout responsibilities that OAR Article VII specifies for you if this award is wholly or partially terminated before the end of the performance period.

Section D. Effects of suspension or termination of the award on allowability of costs. If we suspend or terminate this award prior to the end of the period of performance, costs resulting from obligations that you incurred:

- 1. Before the effective date of the suspension or termination are allowable if:
 - a. You properly incurred those obligations;
 - b. You did not incur the obligations in anticipation of the suspension or termination;
 - c. In the case of termination, the costs resulted from obligations that were noncancellable after the termination; and
 - d. The costs would have been allowable if we had not suspended or terminated the award and it had expired normally at the end of the period of performance.
- 2. During the suspension or after the termination are not allowable unless we expressly authorize them, either in the notice of suspension or termination or subsequently.

OAR Article IV. Claims, Disputes, and Appeals. (DECEMBER 2014)

Section A. Definitions.

- 1. Claim. The definition of the term "claim," as it is used in this article, is in the definitions section of the preamble to these general terms and conditions.
- 2. Grant Appeal Authority. [Reserved]

Section B. Submission of claims.

- 1. Your claims. To submit a claim arising out of this award, you must submit it in writing to the grants officer for decision, specify the nature and basis for the relief you are requesting, and include all data that supports your claim.
- 2. Federal Government claims. You will receive a written grants officer's decision if a DoD claim

arises out of this award.

Section C. Alternative dispute resolution.

1. We encourage resolution of all issues related to this award by mutual agreement between you and the grants officer.
2. If you and the grants officer are unable to resolve an issue through unassisted negotiations, we encourage use of Alternative Dispute Resolution (ADR) procedures to try to do so. ADR procedures are any voluntary means, such as mini-trials or mediation, used to resolve issues in controversy. ADR procedures may be used prior to submission of a claim or at any other time prior to the Grant Appeal Authority's decision on any appeal you submit.

Section D. Grants officer decisions for claims you submit.

1. Within 60 calendar days of receiving your claim, the grants officer will either:
 - a. Transmit a written decision that
 - i. Identifies data on which the decision is based; and
 - ii. Identifies and provides the mailing address for the Grant Appeal Authority to whom you would submit an appeal of the decision if you elect to do so; or
 - b. If more time is required to render a written decision, notify you of a specific date when he or she will render the decision and inform you of the reason for delaying it.
2. The grants officer's decision will be final unless you decide to appeal, in which case we encourage use of ADR procedures as noted in Section C of this article.

Section E. Formal administrative appeals.

1. Right to appeal. You have the right to appeal a grants officer's decision to the Grant Appeal Authority identified in Section A of this article.
2. Notice of appeal. You may appeal a grants officer's decision within 90 calendar days of receiving the decision by submitting a written notice of appeal to the Grant Appeal Authority and grants officer. If you elect to use ADR procedures, you are allowed an additional 60 calendar days to submit the written notice of appeal.
3. Appeal file. Within 30 calendar days of the grants officer's receipt of your notice of appeal, you should receive the appeal file with copies of all documents relevant to the appeal. You may supplement the file with other documents you deem relevant and with a memorandum in support of your position for the Grant Appeal Authority's consideration. The Grant Appeal Authority may request additional information from you.
4. **Decision.** Unless the Grant Appeal Authority decides to conduct fact-finding procedures or an oral hearing on the appeal, the appeal will be decided solely on the basis of the written record. Any fact-finding or hearing will be conducted using procedures that the Grant Appeal Authority deems appropriate.

Section F. Representation. You may be represented by counsel or any other designated representative in any claim, appeal, or ADR proceeding, as long as the representative is not otherwise prohibited by law or regulation from appearing before the DoD Component concerned.

Section G. Effect of Grant Appeal Authority's decision. The Grant Appeal Authority's decision is the final administrative decision of DoD and cannot be further appealed within DoD.

Section H. Non-exclusivity of remedies. Nothing in this article is intended to limit your right to any remedy under the law.

OAR Article V. Collection of Amounts Due. (DECEMBER 2014)

Section A. Establishing a debt.

1. Any amount paid to you in excess of the amount to which you are determined to be entitled under the terms and conditions of this award constitutes a debt to the Federal Government.
2. A grants officer will attempt to resolve any claim of your indebtedness arising out of this award by mutual agreement.
3. If the grants officer fails to resolve the claim in that manner, you will receive a written notice of the grants officer's decision formally determining the debt, as described in paragraph B.2 of OAR Article IV. The notice will describe the debt, including the amount, name and address of the official who determined the debt, and a copy of that official's determination.

Section B. Debt delinquency and appeals.

1. Within 30 calendar days of the grants officer's decision, you must either pay the amount owed to the address provided in the written notice or inform the grants officer that you intend to appeal the decision. Appeal procedures are described in OAR Article IV.
2. If you elect not to appeal, any amounts not paid within 30 calendar days of the grants officer's decision will be a delinquent debt.
3. If you elect to appeal the grants officer's decision, you will have 90 calendar days after receipt of the grants officer's decision to file your appeal unless Alternative Dispute Resolution (ADR) procedures are used, as described in section C of OAR Article IV, in which case you will have 150 calendar days.

Section C. Demand letter, interest, and debt collection.

1. If within 30 calendar days of the grants officer's decision, you neither pay the amount due nor provide notice of your intent to appeal the grants officer's decision, the grants officer will send you a demand letter identifying a payment office that will be responsible for any further debt collection activity.
2. If you do not pay by the due date specified in the written demand letter, the Federal Government may collect part or all of the debt by:
 - a. Making an administrative offset against your requests for reimbursements under Federal awards;
 - b. Withholding advance payments otherwise due to you; and
 - c. Any other action permitted by Federal statute.
3. The debt will bear interest, and may include penalties and other administrative costs, in accordance with applicable provisions of the DoD Financial Management Regulation (DoD 7000.14-R), which implements the Federal Claims Collection Standards. The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

OAR Article VI. Closeout. (DECEMBER 2014)

Section A. Liquidation of obligations. Unless the award administration office authorizes an extension of the due date, you must liquidate all obligations that you incurred under this award not later than 120 calendar days after the end date of the period of performance.

Section B. Refunds of unobligated balances. You must promptly refund to the award administration office any balances of unobligated cash that we have advanced or paid to you and not authorized you to use on other projects or programs.

Section C. Final reports. You must submit the:

1. Final performance report under this award no later than the date specified in Section C of REP Article I, subject to any extensions granted under Section D of that article;
2. Final financial report under this award no later than the date specified in Section C of REP Article II, subject to any extensions granted under Section D of that article;
3. Final report listing subject inventions made under the award no later than the date specified in Section B of PROP Article VI; and
4. Other final reports that are required under this award no later than 90 calendar days after the end date of the period of performance, unless you request an extension of the due date and the award administration office approves the request.

Section D. Accounting for property. You must account for any real property, equipment, supplies, and intangible property that you and any subrecipients acquired or improved under the award, in accordance with PROP Articles I through IV and VI. Your requests for disposition instructions for any federally owned property, as required by PROP Article V, meet the need described in OMB guidance at 2 CFR 200.343(f) to account for that property at closeout.

OAR Article VII. Post-Closeout Adjustments and Continuing responsibilities. (DECEMBER 2014)

Section A. Adjustments. The closeout of this award does not affect:

1. Our right to disallow costs and recover funds on the basis of a later audit or other review, as long as we make the determination that the costs are disallowed and notify you about that determination within the extended records retention period specified in paragraph B.2 of OAR Article II of these terms and conditions.
2. Your obligation to return any funds due to the Federal Government as a result of later refunds, corrections, or other transactions (to include any adjustments in final indirect cost rates).

Section B. Continuing responsibilities. After closeout of this award, you must continue to comply with terms and conditions of this award that have applicability beyond closeout, including requirements concerning:

1. Audits, as specified in FMS Article V that cover periods of time during which you expended funds under this award.
2. Management, use, and disposition of any real property or equipment acquired or improved under this award in which we continue to have a Federal interest after closeout, as specified in PROP Articles I through IV.
3. Retention of, and access to, records related to this award, as specified in OAR Article II

Subawards (SUB) (2 CFR 1138)

SUB Article I. Distinguishing Subawards and Procurements. (DECEMBER 2014)

Section A. Required recipient determination. For each transaction into which you enter with another entity at the next tier below this award, you must determine whether the transaction is a subaward or a procurement.

Section B. Considerations in making the determination.

1. The primary purpose of the transaction between you and the other entity is the key factor you must use to determine whether the transaction is a subaward or a procurement.
 - a. The transaction is a subaward and the other entity therefore a subrecipient if the transaction's primary purpose is for you to transfer - for performance by the other entity - a portion of the substantive program for which we are providing financial assistance to you through this award. You will continue to be accountable to us for performance of the project or program under the award, including portions performed by any subrecipients.
 - b. The transaction is a procurement and the other entity therefore your contractor if the transaction's primary purpose is for you to purchase goods or services that you need to perform the substantive program supported by this award. The distinction from a subaward is the contractor is not performing a portion of the substantive program as a result of the transaction.
2. What you call the transaction is not a factor in distinguishing a subaward from a procurement. If the transaction meets the criterion in paragraph 8.1.a of this article, it is a subaward for purposes of the requirements of this award even if you call and consider the transaction a "contract."

Section C. Effect of the determination on the next-tier transaction.

1. Process for awarding the transaction. One important consequence of your determining whether a next-tier transaction is a subaward or a procurement is that there are different requirements governing the pre-award and time of award processes that you use to award the transaction.
 - a. SUB Article II of this award specifies pre-award and time of award responsibilities for subawards.
 - b. PROC Articles I and II of this award govern pre-award and time of award processes for awarding procurement transactions.
2. Transaction terms and conditions. A second important consequence of your determining whether a next-tier transaction is a subaward or a procurement is that the terms and conditions you include in a subaward differ from those you include in a procurement transaction.
 - a. Section C of SUB Article II of this award addresses requirements you must include in subaward terms and conditions. Those requirements generally are either identical or directly related to requirements in the general terms and conditions of this award. They include national policy requirements as well as administrative requirements in areas such as financial and programmatic management, property administration, procurement, and reporting.
 - b. PROC Article III of this award lists requirements you must include in a procurement transaction when applicable to the procurement.

SUB Article II. Pre-Award and Time of Award Responsibilities. (DECEMBER 2014)

Section A. Requirements for unique entity identifiers.

1. Definition of "entity." For purposes of the unique entity identifier requirements in paragraphs A.2 and 3 of this section, "entity" has the meaning given in paragraph C.3 of appendix A to OMB guidance in 2 CFR part 25.
2. Pre-notification of potential subrecipients. You must notify potential subrecipients that no entity may receive a subaward from you under this award unless it has provided its unique entity identifier to you.

3. Restriction on making subawards.
 - a. General. You may not make a subaward to an entity unless the entity has provided its unique entity identifier to you.
 - b. Exception. You may make a subaward to an entity that has not provided its unique entity identifier to you in rare cases in which you requested, and we approved, an exemption from the requirement for the entity to provide a unique entity identifier, based on the criteria in OMB guidance in 2 CFR part 25.110(d).

Section B. Pre-award risk assessment.

1. Before making a subaward to an entity, you must perform a risk assessment of the prospective subrecipient, as described in 2 CFR 200.331(b). OMB guidance in 2 CFR 200.205(c) provides examples of factors you may consider in evaluating risk.
2. As part of the risk assessment under paragraph 8.1 of this article, you must:
 - a. Verify that neither the prospective subrecipient nor its principals under the subaward are excluded or disqualified from participating in the transaction, in accordance with requirements in Subpart C of OMB guidance in 2 CFR part 180, as implemented by DoD at 2 CFR part 1125; and
 - b. If warranted by risks you identify, determine whether to impose award-specific terms and conditions in the subaward to mitigate the risks.
 - i. These award-specific terms and conditions may be in addition to, or differ from, the terms and conditions that SUB Articles IV through IX of this award require you to include in subawards.
 - ii. They may include items such as those listed in OMB guidance in 2 CFR 200.207(b)(1) through (6).
 - iii. Your procedures for imposing and removing the additional or different requirements must comply with the procedural guidance in 2 CFR 200.207(c) and (d).

Section C. Subaward content.

1. **Cost-type subawards.**
 - a. SUB Article III of this award specifies informational content that you must include in each cost-type subaward.
 - b. SUB Articles IV through VIII specify administrative requirements that you must include:
 - i. As applicable, in each cost-type subaward to:
 - (A) A domestic U.S. entity (i.e., an entity other than a foreign public entity or a foreign organization); or
 - (B) An organizational unit of a foreign organization if that unit has a place of business in the United States; and
 - ii. To the maximum extent practicable in each cost-type subaward to either a foreign public entity or an organizational unit of a foreign organization that does not have a place of business in the United States (regardless of whether another organizational unit of that foreign organization has one). However, absent our prior approval, you may not allow that foreign entity or organization to acquire real property or equipment under a subaward.

- c. SUB Article IX of this award specifies national policy requirements that you must include, as applicable, in each cost-type subaward.
2. Fixed-amount type subawards.
 - a. Sections A through F of SUB Article III of this award specify informational content that you must include in each fixed-amount subaward.
 - b. SUB Article IX of this award specifies national policy requirements that you must include, as applicable, in each fixed-amount subaward.
 - c. Section D of SUB Article XII of this award specifies administrative requirements that you must include, as applicable, in any fixed-amount subaward to:
 - i. A domestic U.S. entity (i.e., an entity other than a foreign public entity or a foreign organization); or
 - ii. An organizational unit of a foreign organization if that unit has a place of business in the United States; and
 - iii. To the maximum extent practicable to either a foreign public entity or an organizational unit of a foreign organization that does not have a place of business in the United States (regardless of whether another organizational unit of that foreign organization has one). However, absent our prior approval, you may not allow that foreign entity or organization to acquire real property or equipment under a subaward.
 3. Additional subaward terms and conditions. You may include other requirements in your subawards that you need in order to meet your responsibilities under this award for performance of the project or program (including portions performed by subrecipients) and compliance with applicable administrative and national policy requirements.

Section D. Subaward and executive compensation reporting. You must report subaward obligating actions and information on subrecipients' executive compensation as required by REP Article IV of this award.

SUB Article III. Informational Content of Subawards. (DECEMBER 2014)

Section A. Informational content in general. You must include in each subaward (and each subsequent amendment to a subaward that alters the amount of the subaward) the information specified in OMB guidance in 2 CFR 200.331(a)(1), "Federal Award Identification," with the clarifications provided in Sections B through G of this article.

Section B. Federal award identification number and award date. The "Federal Award Identification Number" and "Federal Award Date" described in 2 CFR 200.331(a)(1)(iii) and (iv), respectively, are the award number and award date for this award to you. You must provide the information in a way that makes it clear that the subaward is under this DoD award.

Section C. Amount of Federal funds obligated.

1. The "Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient" that is described in 2 CFR 200.331(a)(1)(vi) is either:
 - a. The amount of your obligation to the subrecipient, if the terms and conditions of this award do not require you to provide any cost sharing or matching for the project or program the award supports; or

- b. The amount of the Federal share of your subaward obligation if this award does require cost sharing or matching, which in that case is the product of:
 - i. The Federal share of total project costs under this DoD award to you, as a percentage of those total project costs; and
 - ii. The total amount of project costs obligated for the subaward action.
2. Note that the total project costs of the award and subaward, as used in paragraphs C.1.b.i and ii of this section, include any cost sharing or matching that you or the subrecipient provides if you are counting it toward the cost sharing or matching required under this award.

Section D. Total amount obligated to the subrecipient. The "Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including the current obligation," as described in 2 CFR 200.331(a)(1)(vii), is the cumulative amount to date of the amounts described in Section C of this article.

Section E. Total Amount of the Federal Award. The "Total Amount of the Federal Award committed to the subrecipient by the pass-through entity," as described in 2 CFR 200.331(a)(1)(viii), is the total amount through the end of the subaward that you and the subrecipient mutually agreed upon, to include: Funding obligated to date, any future anticipated funding increments, and any options you may exercise in the future.

Section F. Federal awarding agency, pass-through entity, and awarding official. The "Name of Federal awarding agency" and "pass-through entity;" as those terms are used in 2 CFR 200.331(a)(1)(x) are the DoD and the business name associated with your registration in SAM. In that same paragraph of 2 CFR part 200, the "awarding official" is the individual in your organization who made the subaward.

Section G. Indirect cost rate. With respect to the requirement in 2 CFR 200.331(a)(1)(xiii) for the subaward to include the "Indirect cost rate for the Federal award:"

1. This requirement applies to cost-type subawards only.
2. The rate the subaward must include is the subrecipient's rate, whether it is a rate set by negotiation with a Federal agency or you or is the de minimis rate described in 2 CFR 200.414(f).
3. You are required to include the indirect cost rate only if the subrecipient is willing to share that information with you and assents that information about its rate is not proprietary. If a subrecipient is not willing to share information about its indirect cost rate with you, consult the grants officer for this award to explore alternative ways to assess the reasonableness of costs of the subaward.

SUB Article IV. Financial and Program Management Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning financial and program management that you must include in the terms and conditions of each cost-type subaward that you make under this award to a domestic entity.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under FMS Articles I through VII of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Financial management system standards. You must include in any subaward you make under this award the requirements of:

1. Sections A through C of FMS Article I of this award if the subrecipient is a State;
2. Sections B and C of FMS Article I if the subrecipient is an institution of higher education, nonprofit organization, local government, or Indian tribe; or
3. 32 CFR 34.11 if the subrecipient is a for-profit entity.

Section C. Payments.

1. Subawards to States. You must include the provisions of Section A of FMS Article II of this award in each subaward you make to a State;
2. Subawards to institutions of higher education, nonprofit organizations, local governments, and Indian tribes. The following paragraphs specify requirements you must include in subawards to institutions of higher education, nonprofit organizations, local governments, and Indian tribes.
 - a. Payment method.
 - i. If you are authorized to request advance payments under this award, you must authorize a subrecipient to request advance payments unless:
 - (A) The subrecipient does not maintain, or demonstrate the willingness to maintain, written procedures that minimize the time elapsing between its receipt of each payment and its disbursement of the funds for project or program purposes;
 - (B) You impose a requirement for the subrecipient to be paid by reimbursement as a result of your risk evaluation of the subrecipient under SUB Article II of this award.
 - (C) The subaward is for construction.
 - ii. If you do not authorize advance payments for one of the reasons given in paragraph C.2.a.i of this article, you must specify either reimbursement or working capital advances as the payment method in accordance with OMB guidance in 2 CFR 200.305(b)(3) and (4).
 - b. Payment timing and amount.
 - i. **Advances.** You must limit advance payments to the minimum amounts needed and time the payments to be in accordance with the subrecipient's actual, immediate cash requirements in carrying out the project or program under the subaward. The timing and amount of your advance payments to the subrecipient must be as close as is administratively feasible to the subrecipient's actual disbursements for direct project costs and the proportionate share of any allowable indirect costs. Your subawards also must include the requirements of paragraphs B.2.b and c of FMS Article II to specify costs subrecipients must exclude from amounts of their advance payment requests.
 - ii. Reimbursements or working capital advances. You must follow OMB guidance in 2 CFR 200.305(b)(3) and (4) concerning timing and amount of reimbursements or working capital advances.
 - c. Frequency of requests. You must allow the subrecipient to request advance payments or reimbursements, including those associated with the working capital advance payment method, as often as it wishes if you pay using electronic funds transfers and at least monthly otherwise.

d. Other requirements.

- i. In any subaward that was subject to our consent, you must include the requirements of paragraph B.5 of FMS Article II of this award concerning withholding of payments.
 - ii. You must include the provisions of paragraph B.6 of FMS Article II concerning depositories in each subaward that authorizes the subrecipient to request advance payments.
3. Subawards to for-profit entities. The provision concerning payments in each subaward you make to a for-profit entity must conform to the requirements in 32 CFR 34.12.

Section D. Allowable costs, period of availability of funds, and fee and profit.

1. You must include in each cost-type subaward a requirement that the allowability of costs under the subaward (and any lower-tier subawards or procurement transactions into which the subrecipient enters) must be determined in accordance with the applicable cost principles identified in Section A of FMS Article III of this award, as well as the clarification in Section B of that article if it applies to those cost principles.
2. You must specify in each subaward the period of availability of funds for any project or program purpose so that the period neither begins before nor ends after the period during which you may use funds available to you under this award for that same project or program purpose.
3. You must include in each subaward the provisions concerning fee or profit that are in Section D of FMS Article III of this award.

Section E. Revision of budget and program plans. You must include in each subaward provisions requiring the subrecipient to request your approval for any change in the subaward budget or program that would cause a budget or program change under this award for which Section B of FMS Article IV requires you to first obtain our prior approval. You may not approve any budget or program revision that is inconsistent with the purpose or terms and conditions of this award.

Section F. Non-Federal audits. You must include a provision in each subaward that you make under this award to require the subrecipient entity to comply with the audit requirements applicable to that entity, as specified in either Section A or Section B of FMS Article V.

Section G. Cost sharing or matching requirements. If you make a subaward under which the subrecipient may provide contributions or donations of cash or third-party in-kind contributions to be counted toward any cost sharing or matching that is required under this award, you must include provisions in that subaward to specify:

1. The criteria governing the allowability as cost sharing or matching of the types of cash or third-party in-kind contributions that the subrecipient may contribute or donate. Those criteria are specified in:
 - a. Sections B through D of FMS Article VI of this award if the subaward is to a State, institution of higher education, nonprofit organization, local government, or Indian tribe.
 - b. The provisions of 32 CFR 34.13(a) if the subaward is to a for-profit entity.
2. The methods for determining and documenting the values of those contributions or donations to be counted as cost sharing or matching. Those methods are

specified in:

- a. Sections E and F of FMS Article VI of this award if the subaward is to a State, institution of higher education, nonprofit organization, local government, or Indian tribe.
- b. The provisions of 32 CFR 34.13(b) if the subaward is to a for-profit entity.

Section H. Program income. You must include requirements concerning program income in subawards, as follows:

1. In each subaward to a State, institution of higher education, nonprofit organization, local government, or Indian tribe:
 - a. You must require the subrecipient to account to you when it earns any program income under the subaward or uses it, so that you can prepare reports you are required to submit to us. If the award-specific terms and conditions of this award require you to account for program income earned after the period of performance, you must include a corresponding requirement in your subawards.
 - b. You must include the provisions of Sections A through D of FMS Article VII of this award.
 - c. You may specify the deduction, addition, or cost-sharing or matching alternative - described in 2 CFR 1128.720(b) - or a combination of those alternatives, for the subrecipient's use of any program income it earns. However, you still must comply with the alternative specified in Section E of FMS Article VII and any applicable award-specific terms and conditions for the total amount of program income earned, which includes amounts earned by you and your subrecipients. For example, if we require you to use the deduction alternative, you may authorize a subrecipient to use the addition alternative if you reduce the funding allocated for portions of the project or program that you or other subrecipients perform to make the required reduction in the total award amount.
2. In each subaward to a for-profit entity, you must include the provisions of 32 CFR 34.14, with the appropriate method specified for disposition of program income.

SUB Article V. Property Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning property that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under PROP Articles I through VI of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Title to property.

1. **Subawards to institutions of higher education, nonprofit organizations, States, local governments, or Indian tribes.**
 - a. **General.** You must include terms and conditions in each subaward to flow down to the subrecipient the provisions of:
 - i. Paragraph A.I of PROP Article I concerning vesting of title to property acquired under the subaward unless paragraph

B.I .b of this section provides otherwise.

- ii. Sections B through E of PROP Article I that are applicable to types of property that the subrecipient may acquire, improve, donate, or for which it may otherwise be accountable under the subaward.

b. **Exceptions.** [Reserved]

2. Subawards to for-profit entities.

- a. Real property and equipment. You must obtain the prior approval of the grants officer before permitting any for-profit subrecipient to acquire or improve real property or equipment under the award.
 - i. If the grants officer does not grant the approval, you must include a subaward provision that prohibits the for-profit entity from acquiring or improving real property or equipment under the subaward.
 - ii. If the approval is granted, you must include a subaward provision specifying that title vesting and Federal interest are governed by provisions of 32 CFR 34.21(b) and (c).
- b. Supplies. You must include a subaward provision specifying that vesting of title to supplies is governed by provisions of 32 CFR 34.24(a), subject to the use and disposition requirements of 32 CFR 34.24(b).
- c. Federally owned property. You must include a provision in any subaward to a for-profit entity under which the entity may be accountable for federally owned property, to state that title to such property will remain vested in the Federal Government.

Section C. Property management system. If you make a subaward under which the subrecipient either may acquire or improve equipment, or may be accountable for federally owned property, you must include in the subaward:

- 1. If the subrecipient is a State, applicable provisions of:
 - a. Section A of PROP Article II concerning insurance for real property and equipment.
 - b. Section B of PROP Article II concerning other property management system standards.
- 2. If the subrecipient is an institution of higher education, nonprofit organization, local government, or Indian tribe, applicable provisions of:
 - a. Section A of PROP Article II concerning insurance for real property and equipment.
 - b. Section C of PROP Article II concerning other property management system standards.
- 3. If the subrecipient is a for-profit entity, applicable provisions of 32 CFR 34.22(a) and 34.23 and:
 - a. The for-profit entity may be accountable under the subaward for federally owned property; or
 - b. You obtained the grants officer's prior approval for the for-profit entity's acquisition of equipment under the subaward.

Section D. Use and disposition of real property. If the subrecipient of a subaward you make under this award may acquire or improve real property, then you must include in the subaward:

- 1. **Use.** The requirements concerning use of real property:

- a. In Section A of PROP Article III if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe, unless the award-specific terms and conditions of this award provide otherwise; and
 - b. In 32 CFR 34.21(d) if the subaward is to a for-profit entity and you obtained the grants officer's prior approval for the entity's acquisition of real property under the subaward.
2. Disposition. Provisions to require the subrecipient to request disposition instructions through you when the property is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section B of PROP Article III to address the Federal interest in the property.

Section E. Use and disposition of equipment and supplies. If you make a subaward under which the subrecipient may acquire or improve equipment, or acquire supplies, you must include in the subaward, as applicable:

1. If the subaward is to a State:
 - a. The requirements in Sections Band E of PROP Article IV concerning use and disposition of equipment and supplies; and
 - b. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements.
2. If the subaward is to an institution of higher education, nonprofit organization, local government, or Indian tribe:
 - a. The requirements in Sections C and E of PROP Article IV concerning use of equipment and use and disposition of supplies;
 - b. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements; and
 - c. Provisions to require the subrecipient to request disposition instructions from you when equipment is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section D of PROP Article IV to address the Federal interest in the equipment.
3. If the subaward is to a for-profit entity:
 - a. The requirements concerning use and disposition of supplies in 32 CFR 34.24(b);
 - b. And you obtained the grants officer's prior approval for the for-profit entity's acquisition of equipment under the subaward:
 - i. The requirements concerning use of equipment in 32 CFR 34.21(d); and
 - ii. Provisions such as those in Section A of PROP Article IV that make clear the applicability of those requirements; and
 - iii. Provisions to require the subrecipient to request disposition instructions from you when equipment is no longer needed for its originally authorized purpose, so that you can meet your responsibilities to us under Section B or D of PROP Article IV to address the Federal interest in the equipment.

Section F. Use and disposition of federally owned property. If you make a subaward under which the subrecipient may be accountable for federally owned property, you must include subaward provisions specifying that the subrecipient:

1. May use the property for purposes specified in paragraph A.1 of PROP Article V;
2. Must submit requests through you for the award administration office's

approval to use the property for other purposes, as described in paragraph A.2 of PROP Article V;

3. Must request the award administration office's disposition instructions through you when the property is no longer needed for subaward purposes or the subaward ends.

Section G. Intangible property. You must include in a subaward provisions specifying the requirements of:

1. Sections A through D of PROP Article VI if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe.
2. Section A of PROP Article VI as it applies to works developed under the subaward, Section B of PROP Article VI, and paragraph C.1 of Section C of PROP Article VI, if the subaward is to a for-profit entity.

SUB Article VI. Procurement Procedures To Include in Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning procurement procedures that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under PROC Articles I through III of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Subaward to a State. In any subaward that you make to a State, you must include the requirements of PROC Article I and applicable sections of PROC Article III of this award.

Section C. Subaward to an institution of higher education, nonprofit organization, local government, or Indian tribe. In any subaward that you make to an institution of higher education, nonprofit organization, local government, or Indian tribe:

1. You must include the requirements of Sections A through G of PROC Article II and applicable sections of PROC Article III of this award.
2. You must include the requirement for the subrecipient to make available to you, upon request:
 - a. Technical specifications of proposed procurements, under the conditions described in OMB guidance at 2 CFR 200.324(a); and
 - b. Other procurement documents for pre-procurement review, under the conditions described in OMB guidance at 2 CFR 200.324(b).
3. If it is possible that, under a subaward you make, the subrecipient may award a construction or facility improvement contract with a value in excess of the simplified acquisition threshold, you must include provisions in the subaward to require the subrecipient to comply with at least the minimum requirements for bidders' bid guarantees and contractors' performance and payment bonds described in 2 CFR 200.325(a) through (c), unless you determine that the subrecipient's bonding policy and requirements are adequate to protect Federal interests.

Section D. Subaward to a for-profit entity. In any subaward you make to a for-profit entity, you must include the requirements in 32 CFR 34.31.

SUB Article VII. Financial, Programmatic, and Property Reporting Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies administrative requirements concerning reporting that you must include in the terms and conditions of each cost-type subaward that you make under this award.
2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under REP Articles I through III of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Performance reporting.

1. You must include terms and conditions in each subaward to require the subrecipient to provide any performance information you need, by the time you need it, to comply with the performance reporting requirements in REP Article I and other terms and conditions of this award.
2. You may specify a form, format, or data elements for use by the subrecipient to provide the information to you (you need not require the subrecipient to use the same form, format, or data elements that REP Article I specifies for your reporting to us).

Section C. Financial reporting.

1. You must include terms and conditions **in** each subaward to require the subrecipient to provide any financial information you need, by the time you need it, to comply with the financial reporting requirements in REP Article II and other terms and conditions of this award.
2. You may specify a form, format, or data elements for use by the subrecipient to provide the information to you (you need not require the subrecipient to use the same form, format, or data elements that REP Article II specifies for your reporting to us).

Section D. Reporting on property.

1. Each subaward you make under this award must include provisions concerning property reporting as described in paragraph D.2 of this section if the subrecipient may, under the subaward:
 - a. Acquire or improve real property or equipment;
 - b. Acquire supplies or intangible property; or
 - c. Be accountable for federally owned property.
2. The subaward provisions must require the subrecipient to give you the information you need about the property in order to meet your responsibilities to us under Sections A through D of REP Article III and PROP Articles II through VI.

Section E. Other reporting [Reserved]

SUB Article VIII. Other Administrative Requirements for Subawards. (DECEMBER 2014)

Section A. Purposes of this article in relation to other articles.

1. This article specifies other administrative requirements that you either must or

should include in the terms and conditions of each cost-type subaward that you make under this award.

2. It thereby addresses the flow down to subrecipients of requirements with which you must comply under OAR Articles I through VII of this award.
3. SUB Article XII of this award addresses which of these administrative requirements you must include in any fixed-amount subaward that you make, if you are authorized to make fixed-amount subawards under this award.

Section B. Submission and maintenance of subrecipient information. You must include the substance of the provision in Section C of OAR Article I in any subaward you make under this award. The provision must require the subrecipient's disclosure of any evidence directly to the Inspector General, DoD.

Section C. Records retention and access. In each subaward you make under this award:

1. If the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe:
 - a. You must include the requirements of Section A of OAR Article II with the additional condition that, for any subrecipient under this award that does not have a federally approved rate for indirect or facilities and administrative costs and that does not use the de minimis rate described in 2 CFR 200.414(f), you must:
 - i. Require the subrecipient to keep records that support its indirect or facilities and administrative costs charged to the subaward for 3 years from the end of the fiscal year (or other accounting period) to which the costs apply; and
 - ii. Keep any plan or computation the subrecipient submits to you to serve as a basis for your determining the reasonableness and allowability of indirect or facilities and administrative costs of the subaward, for 3 years from the end of the fiscal year (or other accounting period) to which the proposal, plan, or computation applies.
 - b. You must include the requirements of Sections B, C, and F of OAR Article II.
 - c. You must include provisions that enable you to comply with the requirements of Section D of OAR Article II concerning records for joint or long-term use.
 - d. You must include provisions that establish the same rights and responsibilities for the subrecipient under the subaward that Section E of OAR Article II establishes for you under this award.
 - e. You may not impose any other record retention or access requirements on the subrecipient.
2. If the subaward is to a for-profit entity, you must include the records retention and access provisions of 32 CFR 34.42.

Section D. Remedies and termination. The terms and conditions of each subaward you make under this award should specify your rights and responsibilities and those of the subrecipient if you take a remedial action to address a subrecipient's noncompliance with an applicable Federal statute or regulation or the terms and conditions of your subaward. Each subaward's terms and conditions should:

1. Identify remedial actions you may take to address the subrecipient's noncompliance. Available remedies are described in:
 - a. OMB guidance in 2 CFR 200.338 for a subaward to an institution of higher

education, nonprofit organization, State, local government, or Indian tribe;
and

- b. 32 CFR 34.52 for a subaward to a for-profit entity.
2. With respect to termination specifically:
 - a. Identify conditions under which you, the subrecipient, or both (by mutual agreement) may terminate the subaward, in whole or in part, as described in:
 - i. OMB guidance in 2 CFR 200.339(a) for a subaward to an institution of higher education, nonprofit organization, State, local government, or Indian tribe; and
 - ii. 32 CFR 34.51 for a subaward to a for-profit entity.
 - b. Inform the subrecipient that you will provide it with a notice of termination if you unilaterally terminate the award.
 - c. Specify that you and the subrecipient remain responsible for applicable requirements addressed in Sections G and H of this article concerning closeout, post-closeout adjustments, and continuing responsibilities.
 3. With respect to either suspension or termination of the subaward, inform the subrecipient about the criteria that you will use to either allow or disallow subaward costs, which are in:
 - a. Section D of OAR Article III for a subaward to an institution of higher education, nonprofit organization, State, local government, or Indian tribe; and
 - b. 32 CFR 34.52(c) for a subaward to a for-profit entity.

Section E. Disputes, hearings, and appeals. Each subaward's terms and conditions should specify any rights the subrecipient has to a hearing, appeal, or other administrative proceeding if it disputes a decision you render in administering its subaward. You must comply with any statute or regulation that affords the subrecipient an opportunity for a hearing, appeal, or other administrative proceeding and is applicable to the dispute.

Section F. Collection of amounts due. Although your subaward terms and conditions do not need to include any of the requirements of OAR Article V because those requirements do not flow down to subrecipients, you should consider including provisions to specify what you would need from the subrecipient if you owed a debt to the Federal Government under this award that is related to its subaward.

Section G. Closeout.

1. In each subaward that you make to an institution of higher education, nonprofit organization, State, local government, or Indian tribe, you must include provisions to require the subrecipient to:
 - a. Liquidate all obligations that it incurred under the subaward not later than 90 calendar days after the end date of the period of performance of either the subaward or this award, whichever is earlier, unless you grant an extension.
 - b. Promptly refund to you any balances of unobligated cash that you advanced or paid to the subrecipient, unless you received authorization from the DoD award administration office for the subrecipient's use of those funds on other projects or programs.
 - c. Submit to you:
 - i. Any information you need from the subrecipient to meet your responsibilities to us for an accounting of property, under Section D of

OAR Article VI; and

- ii. Not later than 90 calendar days after the end date of the period of performance of this award, unless you grant the subrecipient an extension, any information you need to meet your responsibilities to us for final reports, under Section C of OAR Article VI.
2. In each subaward that you make to a for-profit entity, you must include the terms and conditions that you deem necessary for you to be able to comply with the requirements in OAR Article VI.

Section H. Post-closeout adjustments and continuing responsibilities.

You must include provisions in each subaward to require the subrecipient to provide what you need in order to comply with the requirements of OAR Article VII.

SUB Article IX. National Policy Requirements for Subawards. (DECEMBER 2014)

Section A. General.

1. You must include provisions in the terms and conditions of each subaward you make, whether cost-type or fixed-amount type, to require the subrecipient entity's compliance with each of the national policy requirements in Sections B through E of this article that you determine is applicable, given the type of entity receiving the subaward and activities it will be carrying out under the subaward.
2. If an entity to which you are about to make a subaward will not accept an award provision requiring its compliance with a national policy requirement that you determine to be applicable, you must alert the award administration office immediately. You may not omit an applicable national policy requirement in order to make the subaward.
3. If at any time during the performance of a subaward, you learn that - or receive a credible allegation that - the subrecipient is not complying with an applicable national policy requirement, you must alert the award administration office immediately.

Section B. Nondiscrimination national policy requirements. You must include provisions in each subaward to require the subrecipient's compliance with the nondiscrimination national policy requirements specified in paragraphs A.1 through A.5 of NP Article I, as applicable.

Section C. Environmental national policy requirements. You must include provisions in each subaward to require that

1. The subrecipient comply with all applicable Federal environmental laws and regulations, including those specified in paragraphs A.2, A.3, A.5, and A.6 of NP Article II, as applicable.
2. Provide any information you need, when you need it, in order to comply with the requirement to immediately notify us of potential environmental impacts specified in paragraphs A.4, A.5, and A.6 of NP Article 11, as applicable, due to activities under the award (which includes subaward activities).

Section D. National policy requirements concerning live organisms. You must include provisions in each subaward to require the subrecipient's compliance with the national policy requirements concerning human subjects and animals that are specified in paragraphs A.1 and A.2 of NP Article 111, as applicable.

Section E. Other national policy requirements. You must include provisions in each subaward to require the subrecipient's compliance with the national policy requirements in the following portions of NP Article IV of this award, as applicable:

1. Paragraph A.1.
2. Paragraphs A.3.a and b.
3. Paragraphs A.4 through A.17.

SUB Article X. Subrecipient Monitoring and Other Post-Award Administration. (DECEMBER 2014)

Section A. General requirement for subrecipient monitoring. You must do the post-award monitoring of the subrecipient's activities under each subaward that is needed in order for you to ensure that:

1. The subrecipient carries out the portion of the substantive project or program under this award.
2. The subrecipient is using funds under the subaward (including any cost sharing or matching the subrecipient provides that is counted as project costs in the approved budget of this award) for authorized purposes.
3. The subrecipient's performance under the subaward is in compliance with applicable Federal statutes and regulations, and the terms and conditions of your subaward.

Section B. Subrecipient monitoring actions.

1. **Required monitoring actions under cost-type subawards.** You must, as part of your post-award monitoring of each subrecipient:
 - a. Review the financial and programmatic information that your subaward terms and conditions require the subrecipient to provide, in accordance with Sections B and C of SUB Article VII of this award.
 - b. Follow up and ensure that the subrecipient takes timely and appropriate action to remedy deficiencies detected through any means, including audits and on-site reviews.
 - c. With respect to audits of subrecipients that are required under FMS Article V of this award:
 - i. Verify that the subrecipient is audited in accordance with those requirements, as applicable (note that Section F of SUB Article IV requires you to include those audit requirements for the subrecipient in the subaward's terms and conditions).
 - ii. Resolve and issue a management decision for audit findings that pertain to your subaward. Doing so is a requirement under either Section A or B of FMS Article V of this award (Section B requires that explicitly and Section A does so by implementing OMB guidance in 2 CFR 200.521, as well as other portions of Subpart F of that part).
 - iii. Consider whether you need to adjust your own records related to this award based on results of audits, on-site reviews or other monitoring of the subrecipient and, as applicable, notify the award administration office.
2. Other monitoring actions. OMB guidance in 2 CFR 200.331(e)(l) through (3) describes other actions that may be useful as part of your subrecipient monitoring program, depending on the outcomes of the pre-award risk assessment you conducted in accordance with Section B of SUB Article II.

Section C. Remedies and subaward suspension or termination. With respect to any subaward under this award, you must:

1. Consider whether you need to take any remedial action if you determine that the subrecipient is noncompliant with an applicable Federal statute or regulation or

the terms and conditions of your subaward, as described in Section D of SUB Article VIII.

2. Provide a notice of termination to the subrecipient if you terminate its subaward unilaterally for any reason prior to the end of the period of performance.
3. In the case of suspension or termination of a subaward prior to the end of the period of performance, allow or disallow subaward costs in accordance with Section D of OAR Article III.

Section D. Subaward closeout.

1. You will close out each subaward when you either:
 - a. Determine that the subrecipient has completed its programmatic performance under the subaward and all applicable administrative actions; or
 - b. Terminate the subaward, if you do so prior to the end of the subaward's period of performance.
2. With respect to the closeout of each subaward:
 - a. You must pay the subrecipient promptly for allowable and reimbursable costs.
 - b. Consistent with the terms and conditions of the subaward, you must make a settlement for any upward or downward adjustments to the Federal share of costs after you receive the information you need from the subrecipient to close out the subaward.
 - c. You should complete the closeout of the subaward no later than one year after you receive and accept the final reports and other information from the subrecipient that you need to close out the subaward.

SUB Article XI. Requirements Concerning Subrecipients' Lower-Tier Subawards. (DECEMBER 2014}

Section A. Purpose. This article specifies requirements you must include in any cost-type subaward under which you determine that the subrecipient of your subaward may make lower-tier cost-type subawards to other entities. Paragraph G.1 of SUB Article XII specifies requirements related to fixed-amount type subawards at lower tiers.

Section B. Requirements for lower-tier subawards. Your cost-type subaward terms and conditions must require your subrecipient, with respect to each lower-tier cost-type subaward that it makes, to:

1. Ensure that the lower-tier transaction is a subaward, rather than a procurement, by making the determination that SUB Article I of this award requires you to make for your subawards.
2. Conduct the pre-award risk assessment of its intended subrecipient that Section B of SUB Article II of this award requires you to make for your subawards.
3. Include in any cost-type subaward it makes at the next tier:
 - a. The informational content that SUB Article III specifies;
 - b. The administrative requirements that SUB Articles IV through VIII of this award specify;
 - c. The national policy requirements that SUB Article IX of this award specifies, as applicable; and
 - d. The requirements of this article if the next-tier subrecipient may make even lower-tier

cost-type subawards to other entities.

4. Carry out the subrecipient monitoring and other post-award administration responsibilities specified in SUB Article X of this award.

SUB Article XII. Fixed-Amount Subawards. (DECEMBER 2014)

Section A. Limitations on use.

1. You may not use a fixed-amount subaward:
 - a. If the total value over the life of the subaward will exceed the simplified acquisition threshold.
 - b. Unless the project or program scope is specific, with definite outcomes, and you are able to establish a reasonable estimate of the actual costs of accomplishing those outcomes.
 - c. If you will predetermine a set amount or percentage of cost sharing or matching that the subrecipient must provide under the subaward.
 - d. If the subrecipient will acquire any real property or equipment under the subaward.
2. For fixed-amount subawards not prohibited by paragraph 1 of this section and except as provided in Section B of this article, you must obtain our prior approval before making a fixed-amount type of subaward.
 - a. If Section B of FMS Article IV requires you to obtain our prior approval before you make any subaward, and you do not identify the subaward as a fixed-amount subaward when you obtain that approval, then you must subsequently request separate approval before awarding it as a fixed-amount type of subaward.
 - b. If a subaward is identified as a fixed-amount type of subaward in the budget you submit for our approval, then our approval of the budget is the required prior approval.

Section B. Fixed-amount subawards that do not require prior approval. You are not required to obtain our prior approval before using a fixed- amount type of subaward if:

1. The subaward is to either:
 - a. A foreign public entity; or
 - b. An organizational unit of a foreign organization, if that unit does not have a place of business in the United States, regardless of whether another organizational unit of that foreign organization has one.
2. You determine that the portion of the project or program under this award which the subrecipient will be carrying out under the subaward has one or more specific outcomes with the following characteristics:
 - a. You can define the outcomes well enough to specify them at the time you make the subaward. Note that:
 - i. Outcomes are distinct from inputs needed to achieve the outcomes, such as amounts or percentages of time that subrecipient employees or other participants will spend on the project or program.
 - ii. The inherently unpredictable nature of basic or applied research makes it rarely, if ever, possible to define specific research outcomes in advance, which makes fixed-amount subawards inappropriate for research. Note that technical performance reports serve to document research outcomes but are not themselves outcomes, notwithstanding the

definition of "performance goals" in OMB guidance at 2 CFR 200.76.

- b. The accomplishment of each outcome will be observable and verifiable by you when it occurs, so that you will not need to rely solely on the subrecipient's assurance of that accomplishment.
- c. The subrecipient associates its estimated costs with outcomes in the proposal it submits to you, and you are confident that the costs of accomplishment of the outcomes will equal or exceed the subaward amount. This requires either that you have a high degree of confidence:
 - i. In your estimate of the costs associated with accomplishing the well-defined and observable outcomes, based on the prospective subrecipient's proposal (and using the applicable cost principles in FMS Article III as a guide); or
 - ii. That those costs will be within a finite range, rather than a specific amount, so that you may provide an amount of funding under the subaward that does not exceed the lower end of the range, with the provision that the subrecipient agrees to provide any balance above that amount that ultimately is needed to accomplish the outcomes. Your subaward then would include a term or condition to reflect the subrecipient's agreement to provide that balance (which would be in an amount to be post-determined, when the outcomes are accomplished). Note that this is distinct from a situation in which you predetermine a set amount or percentage of cost sharing or matching that the subrecipient must provide under its subaward, a situation in which paragraph A.1.c of this article prohibits use of a fixed-amount subaward.

3.

- a. The subaward is based on a fixed rate per unit of outcome (or "unit cost") and you have both the confidence:
 - i. That is described in paragraph B.2.c of this article in the estimated costs associated with each unit of outcome; and
 - ii. In the subrecipient's guarantee that it can accomplish at least the number of units of outcome on which your total subaward amount will be based (i.e., the product of the unit cost and the number of units of outcome the subrecipient guarantees to accomplish).
- b. Note, however, that not every fixed rate subaward is also a fixed-amount subaward. If you have confidence in the unit cost but not also in the subrecipient's ability to guarantee the number of units of outcome that it will accomplish, then you should set a not-to-exceed award amount based on the number of units desired and reduce the subaward amount at the end if the subrecipient accomplishes fewer than that number. Examples of activities for which it may be appropriate to award this type of fixed rate subaward that is not a fixed-amount subaward include:
 - i. A clinical trial for which the unit cost is the cost of treating each participant. The not-to-exceed amount would be based on the number of participants the subrecipient planned to recruit and the final award on the number who actually participated, documentation for which would be subject to audit.
 - ii. Labor costs for performance of a portion of the project or program under this award by a for-profit entity that treats its indirect cost rate as proprietary information. The unit cost in that case may be "loaded" labor rates for the entity's employees that include indirect costs. The final award amount would depend on the number of labor hours the entity's employees

expended under the subaward, documentation for which may be audited without exposing proprietary details associated with the actual costs.

Section C. Informational content of fixed-amount subawards. You must include in each fixed-amount subaward the informational content, other than the indirect cost rate, that is described in SUB Article III of this award.

Section D. Terms and conditions addressing administrative requirements.

1. **General.** This section:
 - a. Specifies the minimum set of terms and conditions (in lieu of the more extensive set specified in SUB Articles IV through X for cost-type subawards) addressing administrative requirements that you must include in each fixed-amount subaward:
 - i. To an entity other than a foreign organization, as applicable; and
 - ii. To the maximum extent practicable, to a foreign organization.
 - b. Does not preclude the inclusion of other requirements that you need in order to meet your responsibilities under this award for performance of the project or program and compliance with applicable administrative and national policy requirements.
2. Financial and program management requirements.
 - a. Financial management system standards. For a subaward to other than a for-profit entity, your subaward must require the subrecipient to include the information specified in paragraph B.1 of FMS Article I in its financial management system, for the purposes of the non-Federal audits required by paragraph 2.d of this section.
 - b. Payments. Your payments must be based on accomplishment of the outcomes and associated costs that you used to establish the award amount, rather than on subrecipient expenditures for project or program purposes. Milestone payments before the end of the subaward's period of performance may be appropriate if there are outcomes that the subrecipient will accomplish at different times during that period.
 - c. Revision of budget and program plans. If our prior approval was required under paragraph A.2 of this article for use of a fixed- amount type of subaward, then you must:
 - i. Request our prior approval for any change in scope or objective of the subaward; and
 - ii. Include a requirement in the subaward for the subrecipient to request that approval through you.
 - d. **Non-Federal audits.** You must include the requirement for non-Federal audits described in Section F of SUB Article IV. The audits are intended to focus on compliance with the performance requirements in the subaward terms and conditions and not to review actual costs as they would for a cost-type subaward.
3. Property requirements.
 - a. Federally owned property. If the subrecipient will be accountable for federally owned property, you must include the property management system, use, and disposition requirements described in Sections C and F of SUB Article V that are applicable to federally owned property.

- b. Intangible property. You must include the applicable intangible property requirements described in Section G of SUB Article V.
- 4. Reporting requirements. You must include requirements for reporting that you need in order to meet your responsibilities under this award for reporting to us.
- 5. Other administrative requirements.
 - a. Integrity-related information. You must include the substance of the provision in Section C of OAR Article I in any subaward you make under this award. The provision must require the subrecipient's disclosure of any evidence directly to the Inspector General, DoD.
 - b. Records retention and access.
 - i. You must include the requirements for records retention and access in paragraph A.3 and Sections B and F of OAR Article 11, as applicable, if the subaward is to an institution of higher education, nonprofit organization, State, local government, or Indian tribe. You may not impose any other records retention or access requirements on the subrecipient.
 - ii. You must include the corresponding requirements of 32 CFR 34.42 if the subaward is to a for-profit entity.
 - c. **Remedies and termination.** You must include:
 - i. The requirements concerning remedies and termination that are described in paragraphs D.1 and 2 of SUB Article VIII;
 - ii. Provisions addressing any hearing and appeal rights the subrecipient has, as described in Section E of SUB Article VIII; and
 - iii. Terms and conditions addressing adjustment of the amount of the subaward if it is terminated before the subrecipient accomplishes all of the specified outcomes.
 - d. Continuing responsibilities. You must include requirements concerning continuing responsibilities for audits and records retention and access that are described in paragraphs B.1 and 3 of OAR Article VII.
 - e. Collection of amounts due. You should consider including requirements concerning collection of amounts due, as described in Section F of SUB Article VIII.

Section E. National policy requirements for fixed-amount subawards. You must include in the terms and conditions of each fixed-amount subaward the national policy requirements that SUB Article IX of this award specifies, as applicable.

Section F. Subrecipient monitoring and other post-award administration. You must carry out the subrecipient monitoring and post-award administration actions specified in SUB Article X, as applicable.

Section G. Fixed-amount subawards at lower tiers.

- 1. **Authority.**
 - a. If Section B of this article authorizes you to use a fixed-amount type of subaward without our prior approval in some situations, a cost-type subaward that you make may authorize the subrecipient to use fixed-amount subawards at the next lower tier in those same situations without our prior approval.
 - b. If you wish to allow a subrecipient of a cost-type subaward to use fixed-amount subawards at the next tier in other situations (i.e., situations in which this

article requires you to obtain our prior approval before using a fixed-amount type of subaward), your subaward terms and conditions must require the subrecipient to submit a request through you to obtain our prior approval for use of that type of subaward.

2. **Subaward requirements.** If your subrecipient is authorized to use lower-tier fixed-amount subawards, as described in paragraphs 1.a and b of this section, your subaward's terms and conditions must:
 - a. Require the subrecipient, before **it** makes any lower-tier fixed-amount subaward, to:
 - i. Ensure that the lower-tier transaction is a subaward, rather than a procurement, by making the determination that SUB Article I of this award requires you to make for your subawards.
 - ii. Conduct the pre-award risk assessment of its intended subrecipient that Section B of SUB Article II of this award requires you to make for your subawards.
 - b. Include the requirements specified in Sections A through F of this article.

National Policy (NP) Terms and Conditions

NP Article I. Nondiscrimination national policy requirements. (December 2014)

Section A. Cross-cutting nondiscrimination requirements. By signing this award or accepting funds under this award, you assure that you will comply with applicable provisions of the national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as implemented by Department of Defense (DoD) regulations at 32 CFR part 195.
2. On the basis of gender, blindness, or visual impairment, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as implemented by DoD regulations at 32 CFR part 196.
3. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
4. On the basis of disability, in the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 56.
5. On the basis of disability in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) related to physically handicapped persons' ready access to, and use of, buildings and facilities for which Federal funds are used in design, construction, or alteration.

Section 8. [Reserved]

NP Article II. Environmental national policy requirements. (December 2014)

Section A. Cross-cutting environmental requirements. **You must:**

1. You must comply with all applicable Federal environmental laws and regulations. The laws and regulations identified in this section are not intended to be a complete list.
2. Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.).
3. Comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), as implemented by the Department of Housing and Urban Development at 24 CFR part 35. The requirements concern lead-based paint in buildings owned by the Federal Government or housing receiving Federal assistance.

4. Immediately identify to us, as the Federal awarding agency, any potential impact that you find this award may have on:
 - a. The quality of the "human environment", as defined in 40 CFR 1508.14, including wetlands; and provide any help we may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321 et seq.), the regulations at 40 CFR 1500-1508, and E.O. 12114, if applicable; and assist us to prepare Environmental Impact Statements or other environmental documentation. In such cases, you may take no action that will have an environmental impact (e.g., physical disturbance of a site such as breaking of ground) or limit the choice of reasonable alternatives to the proposed action until we provide written notification of Federal compliance with NEPA or E.O. 12114.
 - b. Flood-prone areas and provide any help we may need to comply with the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.), which require flood insurance, when available, for federally assisted construction or acquisition in flood-prone areas.
 - c. A land or water use or natural resource of a coastal zone that is part of a federally approved State coastal zone management plan and provide any help we may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et seq.) including preparation of a Federal agency Coastal Consistency Determination.
 - d. Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores and provide help we may need to comply with the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.), concerning preservation of barrier resources.
 - e. Any existing or proposed component of the National Wild and Scenic Rivers system and provide any help we may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).
 - f. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source and in wellhead protection areas, and provide any help we may need to comply with the Safe Drinking Water Act (42 U.S.C. 300f et seq.).
5. You must comply fully with the Endangered Species Act of 1973, as amended (ESA, at 16 U.S.C. 1531 et seq.), and implementing regulations of the Departments of the Interior (50 CFR parts 10-24) and Commerce (50 CFR parts 217-227). You also must provide any help we may need in complying with the consultation requirements of ESA section 7 (16 U.S.C. 1536) applicable to Federal agencies or any regulatory authorization we may need based on the award of this grant. This is not in lieu of responsibilities you have to comply with provisions of the Act that apply directly to you as a U.S. entity, independent of receiving this award.
6. You must fully comply with the Marine Mammal Protection Act of 1972, as amended (MMPA, at 16 U.S.C. 1361 et seq.) and provide any assistance we may need in obtaining any required MMPA permit based on an award of this grant.

Section B. [Reserved]

NP Article III. National policy requirements concerning live organisms. {December 2014}

Section A. Cross-cutting requirements concerning live organisms.

1. Human subjects.

- a. You must protect the rights and welfare of individuals who participate as human subjects in research under this award and comply with the requirements at 32 CFR

part 219, DoD Instruction (DoDI) 3216.02, 10 U.S.C. 980, and when applicable, Food and Drug Administration (FDA) regulations.

- b. You must not begin performance of research involving human subjects, also known as human subjects research (HSR), that is covered under 32 CFR part 219, or that meets exemption criteria under 32 CFR 219.101(b), until you receive a formal notification of approval from a DoD Human Research Protection Official (HRPO). Approval to perform HSR under this award is

received after the HRPO has performed a review of your documentation of planned HSR activities and has officially furnished a

concurrence with your determination as presented in the documentation.

- c. In order for the HRPO to accomplish this concurrence review, you must provide sufficient documentation to enable his or her assessment as follows:
 - i. If the HSR meets an exemption criterion under 32 CFR 219.101(b), the documentation must include a citation of the exemption category under 32 CFR 219.101(b) and a rationale statement.
 - ii. If your activity is determined as "non-exempt research involving human subjects", the documentation must include:
 - (A) Assurance of Compliance (i.e., Department of Health and Human Services Office for Human Research Protections (OHRP) Federalwide Assurance (FWA)) appropriate for the scope of work or program plan; and
 - (B) Institutional Review Board (IRB) approval, as well as all documentation reviewed by the IRB to make their determination.
- d. The HRPO retains final judgment on what activities constitute HSR, whether an exempt category applies, whether the risk determination is appropriate, and whether the planned HSR activities comply with the requirements in paragraph 1.a of this section.

- e. You must notify the HRPO immediately of any suspensions or terminations of the Assurance of Compliance.
- f. DoD staff, consultants, and advisory groups may independently review and inspect your research and research procedures involving human subjects and, based on such findings, DoD may prohibit research that presents unacceptable hazards or otherwise fails to comply with DoD requirements.
- g. Definitions for terms used in paragraph 1 of this article are found in DoDI 3216.02.

2. Animals.

- a. Prior to initiating any animal work under the award, you must:
 - i. Register your research, development, test, and evaluation or training facility with the Secretary of Agriculture in accordance with 7 U.S.C. 2136 and 9 CFR 2.30, unless otherwise exempt from this requirement by meeting the conditions in 7 U.S.C. 2136 and 9 CFR parts 1-4 for the duration of the activity.
 - ii. Have your proposed animal use approved in accordance with Department of Defense Instruction (DoDI) 3216.01, Use of Animals in DoD Programs by a DoD Component Headquarters Oversight Office.
 - iii. Furnish evidence of such registration and approval to the grants officer.
- b. You must make the animals on which the research is being conducted, and all premises, facilities, vehicles, equipment, and records that support animal care and use available during business hours and at other times mutually agreeable to you, the United States Department of Agriculture Office of Animal and Plant Health Inspection Service (USDA/APHIS) representative, personnel representing the DoD component oversight offices, as well as the grants officer, to ascertain that you are compliant with 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01.
- c. Your care and use of animals must conform with the pertinent laws of the United States, regulations of the Department of Agriculture, and regulations, policies, and procedures of the Department of Defense (see 7 U.S.C. 2131 et seq., 9 CFR parts 1-4, and DoDI 3216.01).
- d. You must acquire animals in accordance with DoDI 3216.01.

3. Use of Remedies.

Failure to comply with the applicable requirements in paragraphs 1-2 of this section may result in the DoD Component's use of remedies, e.g., wholly or partially terminating or suspending the award, temporarily withholding payment under the award pending correction of the deficiency or disallowing all or part of the cost of the activity or action (including the federal share and any required cost sharing or matching) that is not in compliance. See OAR Article III.

Section B. [Reserved]

NP Article IV. Other National Policy Requirements. (December 2014)

Section A. Cross-cutting requirements.

1. **Debarment and suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning your principals under this award, as well as requirements

concerning your procurement transactions and subawards that are implemented in PROC Articles I through III and SUB Article II.

2. **Drug-free workplace.** You must comply with drug-free workplace requirements in Subpart B of 2 CFR part 26, which is the DoD implementation of 41 U.S.C. chapter 81, "Drug-Free Workplace."

3. Lobbying.

- a. You must comply with the restrictions on lobbying in 31 U.S.C. 1352, as implemented by DoD at 32 CFR part 28, and submit all disclosures required by that statute and regulation.
- b. You must comply with the prohibition in 18 U.S.C. 1913 on the use of Federal funds, absent express Congressional authorization, to pay directly or indirectly for any service, advertisement or other written matter, telephone communication, or other device intended to influence at any time a Member of Congress or official of any government concerning any legislation, law, policy, appropriation, or ratification.
- c. If you are a nonprofit organization described in section 501(c)(4) of title 26, United States Code (the Internal Revenue Code of 1968), you may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., chapter 26). If we determine that you have engaged in lobbying activities, we will cease all payments to you under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions.

4. **Officials not to benefit.** You must comply with the requirement that no member of Congress shall be admitted to any share or part of this award, or to any benefit arising from it, in accordance with 41 U.S.C. 6306.

5. **Hatch Act.** If applicable, you must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508) concerning political activities of certain State and local government employees, as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.

6. **Native American graves protection and repatriation.** If you control or possess Native American remains and associated funerary objects, you must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C., chapter 32).

7. **Fly America Act.** You must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the "Fly America Act," and implementing regulations at 41 CFR 301-10.131 through 301-10.143. The law and regulations require that U.S. Government financed international air travel of passengers and transportation of personal effects or property must use a U.S. Flag air carrier or be performed under a cost sharing arrangement with a U.S. carrier, if such service is available.

8. **Use of United States-flag vessels.** You must comply with the following requirements of the Department of Transportation at 46 CFR 381.7, in regulations implementing the Cargo Preference Act of 1954:

- a. Pursuant to Public Law 83-664 (46 U.S.C. 55305), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.
- b. Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph 8.a of this section must

be furnished to both our award administrator (through you in the case of your contractor's bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

9. **Research misconduct.** You must comply with requirements concerning research misconduct in Enclosure 4 to DoD Instruction 3210.7, "Research Integrity and Misconduct." The Instruction implements the Governmentwide research misconduct policy that the Office of Science and Technology Policy published in the FEDERAL REGISTER (65 FR 76260, December 6, 2000, available through the U.S. Government Printing Office website: <https://www.federalregister.gov/documents/2000/12/06/00-30852/executive-office-of-the-president-federal-policy-on-research-misconduct-preamble-for-research>).

10. Requirements for an Institution of Higher Education Concerning Military Recruiters and Reserve Officers Training Corps (ROTC).

- a. As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:
- i. The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (ROTC) - in accordance with 10 U.S.C. 654 and other applicable Federal laws - at that institution (or any subelement of that institution);
 - ii. Any student at that institution (or any subelement of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.
 - iii. The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or
 - iv. Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any subelement of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.
- b. If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:
- i. Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and
 - ii. May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

11. **Historic preservation.** You must identify to us any:

- a. Property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and provide any help we may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. 306108), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR part 800 and Executive Order 11593, "Identification and Protection of Historic Properties," [3 CFR, 1971-1975 Comp., p. 559]. Impacts to historical properties are included in the definition of "human environment" that require impact assessment under NEPA (See NP Article 11, Section A).
- b. Potential under this award for irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data, and provide any help we may need, with

respect to this award, to comply with the Archaeological and Historic Preservation Act of 1974 (54 U.S.C. chapter 3125).

12. **Relocation and real property acquisition.** You must comply with applicable provisions of 49 CFR part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601, et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.
13. **Confidentiality of patient records.** You must keep confidential any records that you maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.
14. Pro-Children Act.
You must comply with applicable restrictions in the Pro-Children Act of 1994 (Title 20, Chapter 68, subchapter X, Part B of the U.S. Code) on smoking in any indoor facility:
 - a. Constructed, operated, or maintained under this award and used for routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18.
 - b. Owned, leased, or contracted for and used under this award for the routine provision of federally funded health care, day care, or early childhood development (Head Start) services to children under the age of 18.
15. **Constitution Day.** You must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.
16. **Trafficking in persons.** You must comply with requirements concerning trafficking in persons specified in the award term at 2 CFR 175.1S(b), as applicable.
17. **Whistleblower protections.** You must comply with 10 U.S.C. 2409, including the:
 - a. Prohibition on reprisals against employees disclosing certain types of information to specified persons or bodies; and
 - b. Requirement to notify your employees in writing, in the predominant native language of the workforce, of their rights and protections under that statute.

Section B. [Reserved]