



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

May 2, 2023

**REQUEST FOR STATEMENT OF INTEREST  
W9126G-23-2-SOI-2975**

*Applicants must be a member in one of the following Cooperative Ecosystem Studies Units Regions:*

Colorado Plateau / California CESU Regions

**Project Title:** Natural and Cultural Resources Support at Fort Hunter Liggett, California

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%.

Responses to this Request for Statements of Interest will be used to identify potential organizations for this project. Approximately **\$1,538,260** is expected to be available to support this project for the **base period**. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

**NOTE:** This project will be awarded under the authority of 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 year of agreement will extend 18 months (12 months fieldwork and 6 additional months for report finalization) from date of award. Four 18 month follow-on periods (12 months fieldwork and 6 additional months for report finalization) are anticipated and each one will be awarded depending on project conditions, needs and available funding. Each follow-on period will begin at the conclusion of fieldwork for the previous period.

**Description of Anticipated Work:** See attached Statement of Objectives

**NOTE:** At this time we are only requesting that you demonstrate available qualifications and capability for performing similar or same type of work by submitting a Statement of Interest. A full proposal and budget are NOT requested at this time.

**Preparation of your Statement of Interest:** Provide the following (Maximum length: 2 pages, single-spaced, 12 pt. font):

1. Name, Organization, Cage Code, Unique Entity ID, 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 5:00 P.M., Central Time, on **2 June 2023**.
2. Submit your Statement of Interest via e-mail attachments or direct questions to:

Maria Lopez  
Grants Specialist  
USACE, Fort Worth District  
Email: [Maria.E.Lopez@usace.army.mil](mailto:Maria.E.Lopez@usace.army.mil)  
Office: 817-886-1881

Brian Hesford  
Project Manager  
USACE, Fort Worth District  
Email: [brian.d.hesford@usace.army.mil](mailto:brian.d.hesford@usace.army.mil)  
Office: 402-200-8268

**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](http://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.

AUSTIN.ALICE.MIL Date: 2023.05.01  
NER.1076269790 16:11:08 -05'00'  
ALICE AUSTIN  
Contracting Officer

Attachment: Statement of Objectives

# STATEMENT OF OBJECTIVES

## **Natural and Cultural Resources Professional and Technical Support for U.S. Army Garrison Fort Hunter Liggett (FHL), Monterey County, California and Parks Reserve Forces Training Area (PRFTA), Alameda and Contra Costa Counties, California**

### **1. PURPOSE:**

- 1.1. The USAG Fort Hunter Liggett and Parks Reserve Forces Training Area (USAG FHL) environmental program ensures military mission activities are conducted in compliance with all applicable environmental laws, regulations, and policies. Article I B of the master agreement states the objectives of the CESU are to: provide research, technical assistance and education to federal land management, environmental and research agencies and their potential partners; develop a program of research, technical assistance and education that involves the biological, physical, social sciences needed to address resource issues and interdisciplinary problem-solving at multiple scales and in an ecosystem context at the local, regional, and national level; and place special emphasis on the working collaboration among federal agencies and universities and their related partner institutions.
- 1.2. This work requires a total of 11 onsite support persons: 10 persons located at Fort Hunter Liggett (FHL), Monterey County, California, and 1 person at Parks Reserve Forces Training Area (PRFTA), adjacent to Dublin California. The work involves: resource surveys, monitoring, data collection and analysis; and preparation of technical and summary reports to meet Environmental Species Act (ESA) requirements, wildlife and habitat management objectives (game and non-game) as described in the Integrated Natural Resources Management Plan (INRMP), and to assist in the implementation of objectives necessary to meet the requirements for National Historic Preservation Act (NHPA), National Environmental Policy Act (NEPA), historic preservation management objectives, Archaeological Resource Protection Act (ARPA), Native American Graves Protection and Repatriation Act, and curational standards described in 36 Code of Federal Regulations (CFR) Part 79, as identified in the ICRMP and Programmatic Agreement. The INRMPs and Integrated Cultural Resources Management Plans (ICRMP) for FHL and PRFTA are the primary planning documents that define the scope of natural and cultural resources management. The FHL INRMP is available online at <http://www.liggett.army.mil/sites/dpw/environmental.php>. The ICRMPs and PRFTA INRMP are available upon request.
- 1.3. Natural Resources Program Background: Primary program objectives and survey methods for natural resources are described in the INRMPs, Endangered Species Management Components (ESMC) of the INRMP, biological assessments and attendant biological opinions. Federally listed species at FHL include San Joaquin kit fox, California condor, arroyo toad, vernal pool fairy shrimp, and purple amole, with potential for least Bell's vireo, California red-legged frog, and Chorro Creek bog thistle. Species under review for federal

listing at FHL are monarch butterfly, little brown bat, California spotted owl, western spadefoot, foothill yellow-legged frog, western bumble bee, western pond turtle, and western ridged mussel. Species of concern on FHL include but are not limited to, burrowing owls and other migratory birds, eagles and other raptors, Santa Lucia mint, caper-fruited tropidocarpum, and additional rare plant species. FHL supports a hybrid population of tiger salamanders. Additional species may be identified on FHL property or become listed during the course of the project. Game species include elk, deer, feral pigs, upland game, waterfowl, and coyotes; hunting occurs in accordance with State seasons and the INRMP. Vegetation communities, soil types and topography are varied and typical for this region. Federally listed species at PRFTA include California red-legged frog, and California tiger salamander, and suitable grassland conditions for San Joaquin kit fox. Species under review for federal listing at PRFTA are monarch butterfly, little brown bat, and western pond turtle. Species of concern on PRFTA include but are not limited to, burrowing owls and other migratory birds.

1.4. Cultural Resources Program Background: Primary program objectives for cultural resources are described in the ICRMPs for FHL and PRFTA, the Programmatic Agreement Regarding Off-Road Vehicle Maneuver Military Training<sup>1</sup>(PA) for FHL, individual resource management plans, and California State Historic Preservation Officer (CA SHPO) consultation agreements. At FHL, over 650 sites have been recorded to date, with roughly 50% of the installation having been previously surveyed. Historic property types include but are not limited to, prehistoric lithic scatters, middens, habitation sites, burials, pictographs, bedrock mortars, historic ranch sites, historic cemeteries, mining camps, Mission-era locations, historic structures, and military activity sites. Three sites are listed on the National Register of Historic Places (NRHP), and numerous others have been determined eligible for listing. At PRFTA, there is a known archaeological site, and one historic structure, with 100% of the Installation having been previously surveyed. Additionally, the program maintains a repository for the curation of archaeological collections and archives from the Installation. FHL is the ancestral homelands of the Salinan Indians. PRFTA is the homeland of four federally recognized Miwok tribes.

#### 1.5. Security Requirements

1.5.1 Antiterrorism (AT) Level I Awareness Training: All Cooperator employees, including subcontractor employees, requiring access to Army installations, facilities, or control access areas, shall complete AT Level I Awareness Training within seven (7) calendar days after contract start date or effective date of incorporation of this requirement into the contract (whichever applies). The Cooperator shall submit certificates of completion for each associated contractor employee and subcontractor employee to the Grants Officer's Technical Representative (GOTR) (or submit to contracting officer, if a GOTR is not assigned) within ten (10) calendar days after completion of training by all employees and subcontractor personnel. The GOTR will assure all Cooperators, contractor employees and all associated subcontractors' employees AT Level I Training is current, all current AT

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<sup>1</sup> Programmatic Agreement Among U.S. Army Garrison Fort Hunter Liggett, the California State Historic Preservation Officer, and the Advisory Council on Historic Preservation Regarding Off-Road Vehicle Maneuver Military Training at Fort Hunter Liggett, California, 2016.

Level I certificates (new and refresher training), are provided to FHL Antiterrorism Office, DPTMS building 290, annually or until said contract expires. AT Level I Awareness Training is available at : <https://jkodirect.iten.mil>. Face to face AT Level I Training can be coordinated with the Fort Hunter Liggett (FHL) Installation ATO at (831) 386-3816. This is an annual requirement.

1.5.2 Access and General Protection/Security Policy and Procedures: Cooperator and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Cooperator workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) and Health Protection Condition (HPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes. The Government may require monthly participation in the Installation Random Antiterrorism Measures Program. All persons, including Military, DAC Contractors and sub-contractors are subject to comply with RAM Program executed by DES-PD. Check the Fort Hunter Liggett website for current access requirements at: <https://home.army.mil/liggett/index.php/about/visitor-information>

1.5.3 Common Access Card (CAC): Before CAC issuance, the cooperator employee requires, at a minimum, a favorably adjudicated Tier 1 (T1) background investigation or an equivalent or higher investigation in accordance with Army Directive 2014-05. The cooperator 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, T1 at the Office of Personnel Management. The contractor employee must surrender the CAC, upon termination of employment or completion/cancellation of contract, to the GOTR. Contact the Fort Hunter Liggett Security Office at 831-386-2119 for more information. The Cooperator shall return within two business days all issued U.S. Government Common Access Cards, installation badges, and/or access passes to the GOTR when the contract is completed or when a Cooperator employee no longer requires access to the installation or facility

1.5.4 iWATCH Training: An ATO (Level II Trained and Certified) will facilitate, face to face in-person iWATCH Training for Cooperators and all associated subcontractors' employees via FHL 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 COR, iWATCH line (831) 386-3457 or DES Police (831) 386-2526. The GOTR will track completion of training. The GOTR will provide a roster of attendees and the ATO will certify attendee roster after completion of training. The Cooperator and all associated

subcontractors' shall provide the roster to the GOTR no more than 10 days after project start and within 10 calendar days for new employees commencing performance. GOTR will give a copy to the ATO. Individual records will remain updated to reflect completion of the iWATCH training. The Cooperator and all associated subcontractors' shall encourage personnel to report suspicious activity and/or stolen equipment. iWATCH Training is an annual requirement.

- 1.5.5 Army Training Certification Tracking System (ATCTS): Registration for cooperator employees who require access to government information systems. All cooperator employees with access to a government info 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 and sign the Acceptable Use Policy prior to access to the IS and then annually thereafter. Training must be completed on the CS Signal Training Site at <https://cs.signal.army.mil>.
- 1.5.6 OPSEC Training: Per AR 530-1 Operations Security, the cooperator employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter. Training can be completed digitally at <https://securityawareness.usalearning.gov/opsec/index.htm>. Certificates of completion must be provided to the GOTR for all personnel. Contact the Installation OPSEC Officer at 831-386-2119 to arrange for in-person OPSEC training or additional information.
- 1.5.7 For information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor 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. Training must be completed on the CS Signal Training Site at <https://cs.signal.army.mil>.
- 1.5.8 Controlled Unclassified Information (CUI): Include DFARS clause 252.204-7012, which requires the cooperator to comply with NIST 800-171. Also include DFARS provision 252.204-2019 into solicitations. Acquisition officials should follow procedures outlined in DFARS 204.73 and verify vendors have an adequate NIST SP 800-171 summary assessment score within the Supplier Performance Risk System (within PIEE). If the score doesn't show a medium- or high-level assessment with a score of 110 or better (as described in the "NIST SP 800-171 DoD Assessment Methodology"), include clause 252.204-7020 and obtain the vendor's "system security plan" and "plan of action" for NIST SP 800-171 verification and assurance by Army security officials. All New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter. Training can be completed digitally at <https://securityawareness.usalearning.gov/cui/index.html>. Certificates of completion must be provided to the GOTR for all personnel.

- 1.5.9 Physical Requirements: Safeguard all Government equipment, information and property provided for NFE use. At the close of each work period, government facilities, equipment, and materials shall be secured.
- 1.5.10 Key Control: 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 shall be duplicated. Develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. Immediately report any occurrences of lost or duplicate keys/key cards to the FHL POC and the GOTR. In the event keys, other than master keys, are lost or duplicated, 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 shall 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 shall be replaced by the Government and the total cost deducted from the monthly payment due the NFE.
- 1.5.11 Prohibit the use of Government issued keys/key cards by any persons other than the NFE's employees. 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 FHL POC.
- 1.5.12 Identification of NFE Employees: All task order 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.
- 1.5.13 NFE Travel: NFE will be required to travel within CONUS during the performance of this task order to attend meetings, conferences, and workshops. These may include but are not limited to the Western Section of the Wildlife Society Annual Conference, the California Central Coast Chapter of the Wildlife Society Annual Symposium, the Society for California Archaeology Conference, the Society for American Archaeology Conference, fairy shrimp identification workshop, California Rapid Assessment Method (CRAM) workshop, Institute for Bird Populations advanced bird banding workshop, Wetland Training Institute basic wetland delineation training, and rare Pond Species Workshop. NFE personnel will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this task order. All travel requires Government approval/authorization and notification to the

GOTR and FHL POC. Travel requirements include NFE supervisor site visits (up to 5 per year), conferences, meetings and workshops (up to 10 per year), and travel between FHL and PRFTA (up to 6 times per year).

## 2. **AUTHORITY**

- 2.1. 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 USAG FHL responsibilities pursuant to the Endangered Species Act (16 USC 1531 et seq.), the Migratory Bird Treaty Act (16 USC 1361 et seq.), Bald and Golden Eagle Protection Act (16 U.S.C. 668-668d), National Historic Preservation Act (54 U.S.C. 300101 et seq.), Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.), the Archaeological Resources Protection Act (16 U.S.C. 470 et seq.), the National Environmental Policy Act (42 U.S.C. 4321 et seq.), applicable implementing regulations, such as 32 CFR 651 and Army Regulation 200-1.
- 2.2. 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, as directed in the Sikes Act.
- 2.3. In accordance with section 6305 – *Using cooperative agreements* of the *Federal Grant and Cooperative Agreements Act of 1977* (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:
  - Project results are made available to a wide audience (including nonfederal entities).
  - Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area.
  - Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities.
  - Students benefit from direct interaction with federal scientists, program and technical staff, and field unit managers.
- 2.4. 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 USAG FHL responsibilities pursuant to the Sikes Act Improvement Act (16 USC 670 et seq.), the Endangered Species Act (16 USC 1531 et seq.), and the Migratory Bird Treaty Act (16 USC 1361 et seq.).
- 2.5. 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) CESU Master Agreements to include, but are not limited to, the following:

- USAG FHL is involved in development of study methodology, data gathering, analysis, and report writing and reviewing.
- INSTALLATION actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train or select project staff or trainees.
- INSTALLATION incurs in-kind or direct expenditures in carrying out the activities specified in the project agreement. Examples include, but are not limited to, the following:
  - Providing vehicles.
  - Providing computing services.
  - Providing staff time to work on the project.

### **3. DESCRIPTION OF OBJECTIVES**

- 3.1. TASK 1, BASIC SERVICES - Natural and Cultural Resources Professional and Technical Support at FHL and PRFTA in accordance with the FHL and PRFTA INRMPs and complying with local SOPs for field work, data integrity, and access to FHL and PRFTA training areas. Work includes the collection, analysis, storage, and management of digital data, including use of Geographic Information Systems (GIS) and digital photography. Accepted scientific methods and ethical practices for respective disciplines are used at all times

On Site Response: provide at minimum two staff members on-site at FHL during normal business hours (Monday–Friday 0800–1630) or notify the FHL POC at least 5 working days in advance. FHL/PRFTA recognizes that task order functions, such as spotlight surveys, require substantial staff commitment outside of normal working hours which may affect staffing levels during normal business hours.

- 3.2. TASK 2, NATURAL RESOURCES PROGRAM SUPPORT

Environmental Education and Awareness: prepare, attend, and present briefings and materials for FHL/PRFTA Directorates regarding Environmental Education and Awareness in support of FHL and PRFTA INRMP and ICRMP goals and objectives.

Threatened and Endangered Species Program: provide subject matter expertise and coordination to meet Endangered Species Act (ESA) and other requirements for identified species. Primary program objectives and survey methods are described in the INRMP, Endangered Species Management Components of the INRMP, biological assessments, and biological opinions; changes to methods may require Public Works/Environmental (PWE) to coordinate with USFWS. Review, develop and adapt protocols to ensure efficient methods that benefit listed species; conduct surveys and monitoring, collect and analyze data, and prepare reports. Monitor distribution and abundance of target species as well as associated exotic and native species. Prepare California Natural Diversity Database reports to share rare species data with State Agencies for the protection of those resources. Implement minimization measures to reduce the potential for “take” of federally listed species per ESA Section 7 consultations. Provide recommendations for habitat improvement to benefit federally listed or other sensitive species. Conduct pre-activity or pre-construction surveys, and monitoring per INRMPs and Biological Opinions (Bos). Implement habitat improvement measures as requested, such as local invasive species control, erosion control, replanting, reseeding, and relocation. Promptly report “take” of listed species to PWE and the FHL/PRFTA Police Department. Collect and maintain biological data per INRMP and installation Standard Operating Procedures (SOPs). Refer to and maintain working drafts of Endangered Species Management Components (ESMC); update and finalize as warranted. Provide information, prepare, and review documents to include but not limited to, Endangered Species Management Components (ESMC), Conservation Agreements, INRMP updates, and biological evaluations. Deliverable: monitoring protocols and assistance in preparation of an annual report to USFWS in compliance with biological opinion requirements (additional deliverables listed below).

- 3.2.1.1. San Joaquin Kit Fox: monitor for presence of kit foxes, other carnivores and omnivores, and lagomorphs on FHL, and conduct pre-activity surveys on FHL consistent with USFWS standardized recommendations. Monitor for presence of kit foxes and conduct pre-activity surveys on PRFTA consistent with USFWS standardized recommendations. At FHL and PRFTA, advise Directorate of Public Works (DPW) on ground squirrel control to minimize threat to kit foxes and conduct pre-activity surveys prior to use of control methods. Recommend and implement grassland restoration and invasive species control projects. Deliverable: EMSC and annual technical report (FHL); annual summary (PRFTA).
- 3.2.1.2. Arroyo Toad: monitor arroyo toad reproductive success, bullfrog abundance and distribution, beaver activity and impact to habitat, human and vehicle (fording sites) disturbance, and habitat availability throughout the species' range on FHL. Recommend and implement species recovery projects. Conduct surveys such as California Rapid Assessment Method (CRAM), Surface Water Ambient Monitoring Program (SWAMP), and Dry Stream Condition Assessment to monitor conditions and changes in habitat and water quality. Recommend and implement riparian restoration and invasive species control projects in arroyo toad habitat. Follow USFWS recommended equipment decontamination procedures to prevent the spread of disease at all times. FHL maintains a Native Endangered and Threatened Species Recovery Permit for this species. Deliverable: EMSC and annual technical report (FHL).
- 3.2.1.3. Vernal Pool Fairy Shrimp: monitor pools for presence of vernal pool fairy shrimp and disturbance, assess habitat quality through CRAM, and implement protection measures for pools as needed at FHL. Follow USFWS recommended equipment decontamination procedures to prevent the spread of disease at all times. FHL maintains a Native Endangered and Threatened Species Recovery Permit for this species. Deliverable: ESMC and annual technical report (FHL).
- 3.2.1.4. Purple Amole: monitor purple amole population stability, distribution, and habitat disturbance on FHL. Assess impacts from military activity and fire. Recommend and implement grassland restoration and invasive species control projects. Deliverable: ESMC and annual technical report (FHL).
- 3.2.1.5. California Condor: monitor and flush condors on FHL as needed. Coordinate with Ventana Wilderness Society and maintain record of condor activity on FHL. Deliverable: annual summary (FHL).
- 3.2.1.6. California Red-Legged Frog: survey for presence of California red-legged frogs and potential for disturbance from activities at selected sites at FHL and PRFTA. Follow USFWS recommended equipment decontamination procedures to prevent the spread of disease at all times. If handling is required, obtain necessary federal permits. At PRFTA, surveys include daytime and nighttime breeding surveys and quarterly water quality surveys in habitats historically supporting red-legged frogs, to include potential breeding

habitat, and potential impacts to areas within 150 meters of breeding pools. Accomplish pre-activity surveys of wetland habitat within 200 feet of construction sites in accordance with the field survey methodology outlines in the US Fish and Wildlife Service Revised Guidance on Site Assessments and Field Surveys for California Red-Legged Frogs (Aug 2005). Surveys would typically consist of four night and two day surveys within 30 days prior to the start of ground disturbing activities. If California red-legged frog are observed within the project area and have the potential to be harmed, relocate them to an installation Habitat Management Units (HMU). Deliverable: annual summary (FHL); ESMC and annual technical report (PRFTA).

- 3.2.1.7. Foothill yellow-legged frog: monitor foothill yellow-legged frog population status, distribution, and breeding success at FHL. Support/assist research studies for repatriation of the species in extirpated population locations. Obtain necessary federal permits for handling once listed (anticipated by FY24). Follow USFWS recommended equipment decontamination procedures to prevent the spread of disease at all times. Deliverables: ESMC and annual technical report (FHL).
- 3.2.1.8. California Tiger Salamander: conduct pool seining and site visits to monitor pools for presence and distribution of tiger or barred salamanders at FHL. Conduct presence, breeding, and pre-activity surveys for California tiger salamander at PRFTA. Conduct annual monitoring at tiger salamander breeding pools and potential sites to determine presence of adults and larvae using minimally disruptive techniques. Pre-activity surveys consist of two nights of burrow inspections within seven days prior to the initiation of construction or ground disturbance activities. If tiger salamanders are observed within the project area, relocate them to a burrow near a known or potential breeding pond. Follow USFWS recommended equipment decontamination procedures to prevent the spread of disease at all times. Deliverable: annual summary (FHL); ESMC and annual technical report (PRFTA).
- 3.2.1.9. Least Bell's Vireo: survey for presence of least Bell's vireo at selected sites on FHL. Follow USFWS guidance for surveys where positive or potential sightings have been made. FHL maintains a Native Endangered and Threatened Species Recovery Permit for this species. Deliverable: ESMC and annual technical report (FHL).
- 3.2.1.10. Candidate Species: monitor Monarch butterfly presence and breeding activity; model habitat on FHL to assess impact to installation activities (FHL and PRFTA). Deliverable: annual technical report (FHL) and annual summary (PRFTA).
- 3.2.1.11. Sensitive Species: Annually monitor species of concern to include but not limited to state listed species (*Pogogyne clareana* and tricolored blackbird at FHL), selected CNPS List 1 plants (e.g., *Tropidocarpum capparideum*, *Eriastrum luteum*, *Malacothamnus davidsonii*, *Pentachaeta exilis aeolica*, and *Collinsia Antonina* at FHL and *Hemizonia parryi* ssp. *Congdonii* at PRFTA), and bats (e.g., pallid, townsend's, red, fringed myotis, long-legged myotis, western mastiff, big free-tailed). Conduct surveys and reporting as additional species are identified on FHL or PRFTA, or become listed during the course of the task order. Deliverable: annual summaries (FHL and PRFTA).

3.2.1.12. Species Under Review for Federal Listing: Conduct baseline surveys to determine distribution, population status, and habitat critical for the conservation of the following species:

- California spotted owl
- Little brown bat
- Western bumble bee
- Western pond turtle
- Western ridged mussel
- Western spadefoot

Deliverable: annual summaries (FHL and PRFTA).

Migratory Bird Treaty Act (MBTA) and Bald and Golden Eagle Protection Act (BGEPA) Program

Support: Provide technical expertise to meet MBTA and BGEPA requirements. Review and develop protocols, conduct surveys and monitoring, and prepare reports. Primary program objectives and survey methods are described in the FHL and PRFTA INRMPs, and the PRFTA Burrowing Owl Implementation Plan. Additional species may be identified during the course of the project. Monitor distribution and abundance of target species. Provide recommendations for habitat improvement for avian species. Implement habitat improvement measures. Assess and implement species protection measures. Promptly report “take” of migratory birds to PWE. Maintain biological digital data per INRMP and installation SOPs. Update management plans as requested. Prepare California Natural Diversity Database reports to share rare species data with State Agencies for the protection of those resources.

3.2.1.13. Bald and Golden Eagle Monitoring: Monitor eagle presence and reproductive success and habitat usage on FHL and PRFTA. Deliverable: management plan and annual technical report (FHL); annual summary (PRFTA).

3.2.1.14. Avian Surveys: Provide recommendations for avian surveys to meet INRMP objectives for FHL and PRFTA. As requested by PWE, conduct breeding bird surveys in grassland, oak woodland, chaparral, and riparian habitats, Christmas bird counts, and special interest species surveys to include but not limited to Monterey County bald eagle surveys, tricolored blackbird counts, and nightjar surveys. Deliverable: annual technical report (FHL and PRFTA).

3.2.1.15. Burrowing Owl Monitoring: Document presence of burrowing owls detected during other natural resources surveys at FHL. At PRFTA, the survey for the presence, distribution, and abundance of burrowing owls during breeding and non-breeding seasons, and conduct pre-activity surveys, site monitoring, burrow exclusion and closure, and provide buffer zone recommendations per the Burrowing Owl Implementation Plan. Color banding of individual birds should be implemented as feasible, and with appropriate USFWS and CDFW permits. Deliverable: annual summary (FHL); management plan and annual technical report (PRFTA).

3.2.1.16. Monitoring Avian Productivity and Survivorship (MAPS): Monitor one station of 10 nets per MAPS protocol at FHL as conditions permit. The NFE must maintain a valid Federal Bird Banding Permit. Deliverable: annual technical report (FHL).

3.2.1.17. Pre-Activity Surveys: Conduct pre-activity surveys for protected birds at FHL. Deliverable: annual summary if activity was required (FHL and PRFTA).

Wildlife and Habitat Management Support: Provide technical expertise sufficient to meet wildlife and habitat management objectives identified in the INRMPS. Ensure that data and information functionally support and inform program decisions. Review and develop protocols, conduct surveys and monitoring, and prepare reports. Enter, organize, and maintain biological data per installation SOPs.

3.2.1.18. Non-Game Surveys: Investigate the need for predator, prey, or other species monitoring and management; implement PWE approved surveys at FHL and PRFTA. Deliverable: annual summary (FHL and PRFTA).

3.2.1.19. Terrestrial Habitat Management: Conduct habitat improvement and monitoring projects as needed at FHL and PRFTA. Examples include but are not limited to photo plots; camera stations, reseeded, oak planting and seedling maintenance; recommending prescribed burns (conducted by FHL and PRFTA Fire Departments); creating brush and rock piles; designing and constructing non-game artificial nest structures, perches, roosts, and burrows; removing unnecessary cattle fencing and other wildlife hazards, investigating the need to alter fencing to improve wildlife movement and installing wildlife-friendly fence modifications where appropriate, and monitoring vehicle collisions with wildlife and recommend cautionary wildlife crossing signage if warranted and approved. Deliverable: annual summary (FHL and PRFTA).

3.2.1.20. Aquatic Habitat and Wetland Management: Conduct water quality surveys in up to 15 FHL ponds and reservoirs monthly for water temperature, pH, dissolved oxygen, invasive mussels, and algae for ecological management of the aquatic habitat resource. Accomplish the analysis of water quality in the PRFTA habitat management units quarterly to monitor turbidity, dissolved oxygen, and acidity per the INRMP and BO. Conduct wetland surveys, delineation in accordance with current USACE doctrine, and monitoring as needed to support environmental planning and protection at FHL and PRFTA. Deliverable: annual summary (FHL and PRFTA).

3.2.1.21. Invasive Species Monitoring and Control (non-TES related): Identify and map invasive species locations found during other field work at FHL and PRFTA. Identify priority areas for invasive species control and implement eradication/control measures. Control measures for invasive plants require mechanical and chemical treatment, requiring services of personnel that hold a pesticide applicator license or pesticide applicator

certificate from California Department of Pesticide Regulation (CADPR: or equivalent requirement, as identified by CADPR and/or FHL). Deliverable: pesticide application reports (as required by the Integrated Pest Management Plan for each location [FHL and PRFTA]), invasive species management plan update and annual summary (FHL and PRFTA).

### 3.3. FHL FISH AND WILDLIFE CONSERVATION PROGRAM

Game Management: Prepare, update, and implement game species components (i.e., deer, elk, upland game, and waterfowl) of the FHL Fish and Wildlife Management Plan as requested, and coordinate with PWE to finalize plans. The FHL Fish and Wildlife Management Plan is an operational level plan focused on specific procedures and processes, and subject to change annually. Ensure actions support state-wide game species management and conservation goals consistent with the INRMP. Provide weekly game management analysis, review, and recommendations on Directorate of Plans, Training, Mobilization and Security approved areas for weekly hunting and fishing. Activities include the coordination of game management goals and recommendations for, and assistance with, the development of FHL's annual deer and elk harvest season and tag request, and harvest reporting to CDFW. Deliverable: deer and elk management plan and annual summaries (FHL).

Game Harvest and Population Monitoring: Collect harvest and biological data during open deer and elk hunting seasons (most weekends and holidays July–December) at FHL as requested. In accordance with the INRMP, conduct annual population surveys on FHL for deer and elk, conduct waterfowl inventory surveys, monitor wood duck nest boxes for reproductive performance, and other species as requested. NFE shall enter, quality check, and store digital records of collected survey data on shared server to facilitate coordination with FHL POCs, to include spatial (geographic information systems [GIS]) data where appropriate. Prepare an annual data harvest staffing plan that identifies how the NFE will support data collection, to include but not limited to harvest type, staffing dates and times, and primary location of NFE (onsite or on call). Deliverable: annual summaries (FHL).

Game Habitat Management: Conduct oak mast surveys, maintenance of developed springs and guzzlers, construction of new guzzlers, and maintenance and site evaluation/selection of wood duck nest boxes at FHL as requested. Check, repair as necessary, and report on at least 45 water developments on FHL at minimum once annually. Check, repair as necessary, and report status on at least 120 wood duck artificial boxes at minimum once annually. NFE shall store digital records of guzzler/spring and wood duck box maintenance status on shared server to facilitate coordination with FHL POCs. Habitat enhancement and invasive species control projects include coordination with nongovernmental organizations and volunteers. Deliverable: annual summary (FHL).

Fisheries Management: Maintain sustainable fisheries in pre-established ponds identified in the INRMP by transferring fish among installation ponds, or if necessary, supplied from an outside hatchery source with appropriate permits. As needed, in accordance with the

INRMP, coordinate and conduct the control of (i) algae in up to 15 FHL ponds and reservoirs with certified weed-free barley straw treatment (if available) and (ii) cattail growth with fire and/or mechanical removal to improve aquatic habitat quality and accessibility for anglers. Investigate alternative methods to prevent summer fish kill. Evaluation of the need for, and installation of, artificial structures to create area for refuge, spawning and foraging as requested. Deliverable: annual summary (FHL).

Hunting and Fishing Program Administrative Support: Utilize web-based recreation management platform to administer Hunting Permits, Fishing Permits, and Hunt/Fish Program Guest Permits, in accordance with FHL's Hunting and Fishing Regulation (approximately 1,700 permits annually). Utilize the FHL Hunt and Fish Program telephone and email account to answer customers' questions regarding hunting and fishing on FHL. Respond inquiries or refer controversial questions to the FHL POC(s) within 5 business days. Utilize the web-based platform to manage customers recreation permit accounts and ensure each customer has the appropriate requirements for access. Validate customers' permit accounts with background check status within 5 business days of receipt from DES and notify each customer of their account status update via email. Utilize FHL's range scheduling website to identify recommended locations for hunting and fishing each week (i.e., a proposed weekly hunt/fish map) and send the recommended map to the FHL POC(s) NLT 4 business days prior to each week's hunting activity (e.g., NLT close of business on Tuesday for hunting activities opening on Saturday).

3.4. CULTURAL RESOURCES PROGRAM SUPPORT - Provide technical expertise to assist PWE in meeting cultural resource program objectives and FHL management objectives identified in the ICRMP. Assist the program in meeting Standards and Guidelines for historic properties as identified by the Secretary of the Interior for all federal properties. Ensure that data and information functionally support and inform program decisions, and data are collected, stored, and managed in accordance with FHL/PRFTA SOPs.

National Historic Preservation Act (NHPA) Support: provide support to the FHL Cultural Resources Manager for compliance with the NHPA. Support consists of preparing Section 106 project reviews and consultations, project monitoring, and implementation of mitigation agreements. Provide Section 110 program support to include survey and identification of historic properties, evaluations for eligibility for listing on the National Register of Historic Places (NRHP); development and implementation of site monitoring, protection, and maintenance plans; and educational awareness programs for cultural resources.

3.4.1.1.NHPA Monitoring and Site Protection Measures: Implement protection measures as required by environmental reviews and/or consultation agreements. Monitor sites and/or projects as identified in the environmental reviews during construction, training, or other activities. Submit monitoring reports per activity. Deliverable: annual summary due 15 September.

3.4.1.2.NHPA Surveys: Conduct systematic surveys as needed following the Secretary of



Interior's Standards and Guidelines. Provide survey reports with site records and maps to PWE following the CA SHPO standards and guidelines for recording historic properties, and record using CA SHPO DPR form 523. Identify inadvertent discoveries of cultural resources, document resources, and submit to PWE. Deliverable: technical report.

- 3.4.1.3. NHPA Evaluations: Evaluate and/or test historic properties for (NRHP) eligibility. Assist with property evaluations, test excavations, non-destructive tests, or other data retrieval techniques on historic properties as requested by PWE and prepare reports following the CA SHPO standards and guidelines for recording historic properties. Deliverable: technical report.
- 3.4.1.4. National Register of Historic Places (NRHP) Reporting: Assist with annual maintenance reporting for sites listed on the NRHP (the Hacienda, the Gil Adobe, and the Painted Cave). Assess conditions, make recommendations, document maintenance conducted, and report. Deliverable: annual summary due 15 September.
- 3.4.2. Archeological Resources Protection Act (ARPA) Implementation: Monitor cultural resources, photograph, and make recommendations for preservation of resources. Implement conservation and protection measures as required. Assess and report damages to archeological resources. Update site records as appropriate. Assist with providing educational materials and awareness programs to protect resources. Review and assist with ARPA permit requests. Deliverable: annual summary of sites monitored due 15 September.
- 3.4.3. Curation Support: Assist with the accession, cataloguing, and conservation of archaeological collections and historic documents meeting DOD standards and 36CFR79. Conduct collections inspections monthly per the Collections Management Plan. Deliverable: annual summary of activities due 15 September.
- 3.4.4. Native American Graves and Repatriation Act (NAGPRA) Support: Assist PWE in implementation of NAGPRA requirements to include identification of human remains and associated items of cultural patrimony recovered on federal land subject to NAGPRA. Assist with custody, reporting, and consultation for NAGPRA compliance.
- 3.4.5. American Indian Religious Freedom Act (AIRFA)/ Religious Freedom Restoration Act (RFRA)/Tribal Consultation Program Support: Review and assist with requests from tribes and from the public for access to ceremonial locations and traditional cultural practices (TCP) events. Inventory and monitor ceremonial and TCP locations as required.

### 3.5. MANEUVER MONITORING SUPPORT

Programmatic Agreement Implementation: Assist with implementing the 2022 PA with CA SHPO and ACHP for Off-Road Maneuver<sup>2</sup> by carrying out stipulations III, IV, V, VI, VIII, and

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<sup>2</sup> Programmatic Agreement Among U.S. Army Garrison Fort Hunter Liggett, the California State Historic

IX. Work includes historic properties evaluations, inventory, site protection, education, monitoring, and reporting as identified in the PA. Activities to be reported annually per section 3.4.1.1.

3.5.1.1. Archaeological Site Testing: Archeological testing of sites in the maneuver areas for eligibility for listing on the NRHP per the 2022 PA and recorded per Section 3.4.1.3 above. The precise methodology for conducting test excavations will be site-specific, but the approach will be formulated after a careful review of existing site data, the guidelines of the ICRMP, and CA SHPO standards. The Cooperator shall produce a technical work plan and cost estimate for the investigation of a particular site and submit it to the FHL Cultural Resources Program Manager (CRMP) for review NLT two calendar weeks following a written request to do so. If funded, sites to be tested are to be prioritized by FHL CRPM.

3.5.1.2. Cultural Resource Surveys: Cultural resources surveys of areas adjacent to the Maneuver areas as identified in the 2016 PA, recorded per Section 3.4.1.2 above.

Natural Resources Mitigation Monitoring and Restoration: Provide technical knowledge and expertise to implement NEPA mitigation for natural resources impacts from off-road vehicle maneuvers conducted during military training exercises at FHL. Develop a protocol for conducting pre-and post-maneuver surveys, execute surveys, and suggest methods for habitat improvement and/or protection measures as needed to meet Environmental Office goals and management requirements. Work will be documented with a database that identifies location, condition, and recommendations. Deliverable: annual summary.

3.6. TECHNICAL PROJECT MANAGEMENT - Provide professional oversight to on-site NFE natural and cultural resources employees to support their staff in challenges that require additional subject matter expertise and professional experience. Provide professional internal review of technical reports prior to submittal for PWE review. Review protocols for surveys, monitoring, and other activities in this SOO and provide recommendations to improve efficiency, effectiveness, and professional quality.

#### **4. QUALIFICATIONS**

4.1. Natural Resources Preferred Qualifications: Each NFE natural resources staff member should possess and provide technical competence, knowledge, and experience in natural resources management, land use, and land management practices, with knowledge of military activities being preferred. Biologists shall competently participate in all aspects of natural resource management and research project design, planning, scheduling, and implementation to include comprehensive literature review, study design, data collection, data management, data analysis and interpretation, and technical reporting. Biologist teams shall collectively provide technical competence, knowledge, and experience in terrestrial and aquatic wildlife issues including species biology and habitat requirements, and ecology, especially for endangered

species, game and fish species, non-game species, and habitat management issues identified in the INRMP.

Biologists should have a Bachelor of Science Degree in Biology or related field and at minimum four years of experience in terrestrial and/or aquatic wildlife issues including species biology, species habitat requirements, and ecology, especially for endangered species, game and fish species, non-game species, and habitat management as listed in section 4. Biologists must be capable of leading projects from reviewing and implementing survey methods to writing effective and professional technical reports. Positions must be filled by experienced professionals that can solve problems, effectively communicate, make recommendations, and design protocols. Experience with California ecosystems is preferred.

Participation in pre-activity and monitoring surveys for federally protected species typically requires biologists meet USFWS criteria for training and experience. At least one (1) and preferably multiple team members must qualify to be included on ESA Section 10 permits for vernal pool fairy shrimp, least Bell's vireo, and arroyo toad, and foothill yellow-legged frog (once listed). Approval by USFWS to participate in pre-activity surveys, distribution surveys, and ESA Section 7 terms and conditions requirements must be obtainable for at least one (1) team member for California red-legged frog, (6) team members for San Joaquin kit fox, and at least two (2) team members for each: arroyo toad, vernal pool fairy shrimp, least Bell's vireo, and purple amole. Permits and survey approval may also be required for newly listed species that are currently under review (see section 3.2.1.12). At least one (1) team member must hold a master bander's permit from U.S. Geological Survey and multiple team members must be on or eligible for inclusion on the master bander's permit to conduct trapping and banding. At least three (3) team members must be competent to survey for breeding birds, including bald and golden eagles. All wildlife biologist team members must be capable of acting as subject matter experts in endangered species or game management and writing professional technical reports acceptable for submission to Federal and State regulators and stakeholders.

4.2. Archeologist Preferred Qualifications: Archeologists should have at minimum a Bachelor's Degree in archaeology or related field; and be qualified to lead archaeological surveys, prepare appropriate survey and site documentation, manage data files meeting the federal guidelines and standards, and provide technical assistance to the Cultural Resources Manager. Archeologists shall competently participate in all aspects of cultural resources management and research project design, planning, scheduling, and implementation to include comprehensive literature review, study design, data collection, data management, data analysis and interpretation, and technical reporting. Archeologists shall possess technical ability and expertise in systematic survey standards, locating and recording prehistoric and historic archaeological sites, and monitoring and implementing protection measures.

4.3. Technical Project Manager for Natural Resources Preferred Qualifications: The Technical Project Manager for natural resources should have a Bachelor's Degree (Master's Degree preferred) in biological sciences or similar field, and at least ten years of supervisory and/or project management experience in natural resources.

- 4.4. Technical Project Manager for Cultural Resources Preferred Qualifications: The Technical Project Manager for cultural resources should be an experienced professional in the field of cultural resources and have at minimum a Master's Degree in archeology, anthropology or similar field that meets the Secretary of the Interior's Professional Qualifications Standards for their respective discipline as published in 36 CFR Part 61, Appendix A. Technical Project managers must have at least ten years of supervisory and/or project management experience.

## **5. GOVERNMENT FURNISHED MATERIALS OR PROPERTY**

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally-owned property remains vested in the Federal government. The non-Federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

### **5.1. PHYSICAL DATA**

At FHL, the Government will provide building maintenance and insect and rodent control to the building(s) the NFE is provided to use at FHL.

### **5.2. FACILITIES**

The Government will provide the necessary workspace for use by the NFE staff at FHL to provide the support outlined in the SOO to include desk space, telephones, computers, and other items necessary to maintain an office environment. At PRFTA, office space and desk, phone access, and access to a government owned computer will be provided as available.

### **5.3. UTILITIES**

The Government will provide power, water, sewer, telephone communication, and Local Area Network access necessary to maintain an office environment at FHL. Instruct employees in utilities conservation practices. 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.

### **5.4. EQUIPMENT**

At FHL, the Government will provide up to eight desks, computers, monitors for use by each on-site full-time NFE while on FHL; computers will include standard office software in use at the time such as Microsoft Windows and Office, and software required for U.S. Government CAC usage. The Government will provide the NFE access to the internet, phone, a scanner, copier, plotter if available, office lighting, restroom facilities, and heating/cooling to maintain an office environment at FHL. As available, the Government will provide the NFE access to vehicles for on-site travel at FHL to and from project sites; vehicles will be checked out to the NFE as needed and as available, returned daily, and no ownership will be passed to the NFE. PWE has typically had 5–6 GSA 4WD pick-up trucks available for use by all NFEs, shared with other personnel at FHL PWE; however, vehicle availability for PWE is subject to change. As the equipment is available, the Government will provide access to additional standard field equipment for check-out and return: equipment may include communication radios, binoculars, compasses, cameras and storage media, Global Positioning System (GPS) units, and GIS software at FHL. At PRFTA, there is not a field vehicle, office space, phone, or internet service provided.

### **5.5. MATERIALS**

The Government will provide basic office supplies, installation maps, survey routes and locations,

photographs; copies or access to relevant files, GIS data, studies and reports, and FHL/PRFTA policies and regulations.

6. **FOLLOW-ON PERIODS:** As discussed in 7.2 below, 4 follow-on periods are anticipated to support this project and are subject to availability of funds.

7. **PERIOD OF PERFORMANCE**

7.1. Base Period: The base period of performance is anticipated to be 18 months from the date of award; 12 months for technical work and 6 months for administrative work, such as completing reports. Execution of the tasks is required to start on the date of award.

7.2. Follow-on Periods: Each follow-on period of performance is anticipated to be 18 months, to begin 12 months after the start of the base period to allow continuous technical work performance.

8. **COORDINATION**

USACE GOTR/Project Manager  
Brian Hesford  
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## 9. **DELIVERABLES**

- 9.1. Progress Reports—One (1) typed letter report describing progress on the project. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail NLT the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.
- 9.2. Annual Inventory—Federally owned property— an annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE-SWF and the USAG FHL POC.
- 9.3. Annual Inventory—Acquired Property purchased with funding from award—property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken and results reconciled every two years. Copies of the inventory to be sent annually to USACE-SWF and the USAG FHL POC.
- 9.4. Annual Report (if the project is longer than one year). One (1) paper copy of an annual report should be submitted NLT one month before end of each year. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USAG FHL POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.
- 9.5. Draft Final Project Report. One (1) paper copy of a draft final report should be submitted NLT one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USAG FHL POC staff will review and provide comments, if any, within fifteen (15) calendar days after receipt
- 9.6. Final Project Report. One (1) paper copy of the final report, incorporating USAG FHL POC review comments on the draft, if any, shall be submitted NLT fifteen (15) days after receipt of the USAG FHL POC comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media to the USAG FHL POC and the GOTR.
- 9.7. SOO Deliverables—see Technical Exhibit 1 for a list of deliverables based upon tasks and subtasks in this SOO.
  - 9.7.1 A Technical Report is a formal written report and will include associated data and collections. Associated data includes copies of field data sheets, GPS data downloads, GIS shapefiles compatible with ArcGIS Desktop 10x or ArcGIS Pro and compliant with current SDSFIE standards if applicable, natural or cultural resources collected, and other relevant items or documentation associated with the task. GIS data are incorporated into

FHL's environmental GIS dataset. Technical reports are to be professionally written, for example, in accordance with Journal of Wildlife Management 2018 manuscript guidelines or other professional journal manuscript guidelines relating to style and usage, tables and figures, and literature cited. Technical reports will be acceptable for submission to Federal and State regulators and stakeholders with minimal corrections required by the COR. Cultural resources survey reports are to meet standards as described in the guidelines for reporting outlined by the California Office of Historic Preservation's publication: *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format*, and the Secretary of Interior's *Standards and Guidelines for Archaeology and Historic Preservation, Reporting Identification Results* (48 FR 44723). Technical reports include but are not limited to annual monitoring reports for federally listed species, cultural resources survey reports, NHPA evaluations/testing reports, and other similar reports listed in the SOO. These reports are typically included as appendices to PWEs annual implementation reports for INRMP/ESA and the ICRMP/NHPA.

- 9.7.2 Endangered Species Management Components and Management Plans shall include three parts: 1) introduction with species information, 2) management goals tied into the INRMP, and 3) management and monitoring plans. Components and plans are co-authored by the program manager and approved by the installation and associated agencies. Plans should be revised at a minimum of every 5 years and reviewed annually. Because coordination with the installation and agencies may extend beyond the POP, working final drafts are acceptable as deliverables.
- 9.7.3 Survey protocols are required for all tasks listed under the Natural Resource Program support section (3.2) either as a standalone document or incorporated into an ESMC/management plan. They should be reviewed annually to ensure that they reflect current methodologies and meet management goals.
- 9.7.4 Technical reports will include an abstract, introduction, study area, methods, results, discussion, recommendations, and references sections and will be reviewed and edited by the recipient prior to final submittal to FHL. Reports for multiple elements of the SOO may be combined with GOTR approval.
- 9.7.5 Threatened and endangered species reports will include California Natural Diversity Database (CNDDB) reports for PWE review and comment prior to submittal to CDFW.
- 9.7.6 Cultural resource surveys, and cultural resource site records will be submitted to PWE for submittal to the SHPO following Office of Historic Preservation (OHP) standards. Survey reports and site records (CA DPR form 523) will be submitted through PWE to the California Historic Records Information Center.
- 9.7.7 Annual Summaries: annual implementation reports for the INRMP/ESA and the ICRMP/NHPA will be prepared by PWE using information supplied in part by the recipient. The recipient will prepare summaries of data and activities to include but not



limited to survey and data collection summaries, maps, figures, GIS, and data tables. The Annual INRMP/ESA report is a summary of INRMP implementation and ESA section 7 compliance covered by the programmatic biological opinion.

- 9.8. Level of Effort: A monthly report will include a summary of the recipient's workload expended. A workload summary documents effort expended by the recipient towards each major task of this SOO to allow PWE to monitor level of effort, prioritize among competing requirements, and plan for future requirements. To minimize effort for this task, PWE provides an Access database the recipient may use that mirrors the requirements listed in sections 3. Monthly report will be provided to all task order stakeholders within 10 days of the end of each month.
- 9.9. Report Preparation: prepare technical reports, summaries, collected data, work plans, level of effort, and calendars as a component of tasks described in sections 4.2–4.5 of this SOO. Reports shall be suitable for submission to USFWS, CDFW, and CA SHPO.

#### **10. COOPERATIVE AGREEMENT:**

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

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

## TECHNICAL EXHIBIT 1: DELIVERABLES SCHEDULE

This technical exhibit lists any reports or documentation that is required as a deliverable to include the frequency, number of copies, medium/format, and who/where it is to be submitted. A deliverable is anything that can be physically delivered but may include non-physical things, such as meeting minutes.

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
1.5.1	AT Level I awareness training Certificate of Completion	Within 7 working days of reporting for duty and annually thereafter	1	Electronic PDF copy	GOTR/Installation/FTP site
1.5.2	Background check	At commencement of services to meet installation access requirements	1	Required informational documents for visual inspection	Provost Marshal Office, Director of Emergency Services, or Security Office
1.5.4	iWATCH training	Once per occurrence, within 7 working days of reporting for duty	1	Email	GOTR/Installation/FTP site
1.5.5	Army Training Certification Tracking System registration	At commencement of services for access to government info systems.	1	Email	GOTR/Installation/FTP site
1.5.6	Level I OPSEC Awareness training Certificate of Training	Within 30 calendar days of reporting for duty and annually thereafter	1	Electronic PDF copy	GOTR/Installation/FTP site
1.5.7	Information Assurance Training Certificate of Completion and Acceptable Use Policy	Before issuance of network access and annually thereafter	1	Electronic PDF copy	GOTR/Installation/FTP site
1.5.8	Controlled Unclassified Information (CUI) Training	At commencement of services to meet installation access requirements	1	Electronic Copy	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.2	Natural Resource Program monitoring protocols	Once per occurrence, reviewed annually; draft within 30 days of survey commencement; final within 30 days of survey completion.	1	Draft (electronic) in MS Word; final (electronic) in MS Word or PDF.	GOTR/Installation/FTP site
3.2.1	SOO 3.2.2. BO/INRMP annual implementation report TES summaries (FHL)	Annually; draft input initiated NLT 1 January and completed NLT 15 February unless approved by GOTR.	1	Electronic input into FHL annual report in MS Word.	GOTR/Installation/FTP site
3.2.2	SOO 3.2.2. BO/INRMP annual implementation report TES summaries (PRFTA)	Annually; draft input initiated NLT 1 January and completed NLT 15 February unless approved by GOTR.	1	Electronic input into PRFTA annual report in MS Word.	GOTR/Installation/FTP site
3.2.2.1	SJKF Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.1	SJKF annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site

<b>SOO Section</b>	<b>Deliverable</b>	<b>Frequency</b>	<b># of Copies</b>	<b>Medium/Format</b>	<b>Submit To</b>
3.2.2.1	SJKF annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email	GOTR/Installation/FTP site
3.2.2.2	ARTO Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.2	ARTO annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.2.3	VPFS Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.2.3	VPFS annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.2.4	Purple amole Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.4	Purple amole annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.2.5	CA condor annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email	GOTR/Installation/FTP site
3.2.2.6	CRLF annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email	GOTR/Installation/FTP site
3.2.2.6	CRLF Endangered Species Management Component (PRFTA)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.6	CRLF annual technical report (PRFTA)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.2.7	FYLF Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.2.7	FYLF annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.2.8	Tiger salamander annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email	GOTR/Installation/FTP site
3.2.2.8	CTS Endangered Species Management Component (PRFTA)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.8	CTS annual technical report (PRFTA)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				depending on collection method).	
3.2.2.9	LBVI Endangered Species Management Component (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.2.9	LBVI annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.2.10	MOBU annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with	



SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	
3.2.2.10	MOBU annual technical report (PRFTA)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	
3.2.2.11	Sensitive species annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.2.11	Sensitive species annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.2.12	Species under review for federal listing annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.2.12	Species under review for federal listing report summaries (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.3.1	BGEPA management plan (FHL)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.3.1	BGEPA annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.3.1	BGEPA annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.3.2	Avian annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.3.2	Avian annual technical report (PRFTA)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
3.2.3.3	BUOW annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.3.3	BUOW management plan (PRFTA)	Once; draft within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 August unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (2).	GOTR/Installation/FTP site
3.2.3.3	BUOW annual technical report (PRFTA)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.2.3.4	Maps annual technical report (FHL)	Annually; draft within 30 days of completion of survey; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 January unless approved by GOTR.	Draft (1) Check final (1) Final (2)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and 2 bound hardcopies of report; electronic GIS data	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				file(s) compatible with ArcGIS Desktop 10x or ArcGIS Pro; datasheets (electronic or paper depending on collection method).	
3.2.3.5	Pre-activity surveys annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.3.5	Pre-activity surveys annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.1	Non-game surveys annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.1	Non-game surveys annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site

<b>SOO Section</b>	<b>Deliverable</b>	<b>Frequency</b>	<b># of Copies</b>	<b>Medium/Format</b>	<b>Submit To</b>
3.2.4.2	Terrestrial habitat management annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.2	Terrestrial habitat management annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.3	Aquatic Habitat and Wetland management annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.3	Aquatic Habitat and Wetland management annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.2.4.4	Invasive species monitoring and control annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				records stored on shared FHL server.	
3.2.4.4	Invasive species monitoring and control annual summary (PRFTA)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.3.1	Game Species Management Component (FHL)	Annually; draft one GSMC within 6 mos of award; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval and NLT 15 May unless approved by GOTR.	Draft (1) Check final (1) Final (5)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (3); electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.3.1	Game management annual summaries (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.3.2	Game harvest and population monitoring annual summaries (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				records stored on shared FHL server.	
3.3.3	Game habitat management annual summaries (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.3.4	Fisheries management annual summary (FHL)	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site
3.3.5	Weekly proposed hunt/fish map	Weekly; 4 business days prior to each week's hunting activities start.	1	Email	GOTR/Installation/FTP site
3.4.1.1	NHPA monitoring and site protection measures annual summary	Annually; draft input initiated NLT 7 October and final completed NLT 15 September unless approved by GOTR.	1	Draft - electronic draft in MS Word; Check final - electronic in MS Word or PDF; Final - MS Word or PDF; electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection)	GOTR/Installation/FTP site
3.4.1.2	NHPA surveys technical report	Once per occurrence; draft within 60 days of completion of survey; Check final within 30 days of PWE comments;	Draft (1) Check final (1) Final (5)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final	GOTR/Installation/FTP site



SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
		Final within 7 working days of PWE approval.		(electronic) in MS Word, PDF, and bound hardcopy of report (3); electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection method).	
3.4.1.3	NHPA Evaluations	Once per occurrence; draft within 90 days of completion of testing; Check final within 30 days of PWE comments; Final within 7 working days of PWE approval.	Draft (1) Check final (1) Final (5)	Draft (electronic) in MS Word; Check final (electronic) in MS Word or PDF; Final in MS Word, PDF, and bound hardcopy of report (3); electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection method).	GOTR/Installation/FTP site
3.4.1.4	NRHP annual summary	Annually; draft input initiated NLT 7 October and final completed NLT 15 September unless approved by GOTR.	1	Draft - electronic draft in MS Word; Check final - electronic in MS Word or PDF; Final - MS Word or PDF; electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection)	GOTR/Installation/FTP site
3.4.2	ARPA annual summary	Annually; draft input initiated NLT 7 October and final completed NLT 15	1	Draft - electronic draft in MS Word; Check final - electronic in MS Word	GOTR/Installation/FTP site

SOO Section	Deliverable	Frequency	# of Copies	Medium/Format	Submit To
		September unless approved by GOTR.		or PDF; Final – electronic MS Word or PDF; electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection)	
3.4.3	Curation annual summary	Annually; draft input initiated NLT 7 October and final completed NLT 15 September unless approved by GOTR.	1	Draft - electronic draft in MS Word; Check final - electronic in MS Word or PDF; Final – electronic MS Word or PDF; electronic GIS data file(s) compatible with ArcGIS 10; datasheets (electronic or paper depending on collection)	GOTR/Installation/FTP site
3.5.2	Natural resources mitigation monitoring and restoration annual summary	Annually; within 30 days of completion of survey.	1	Email; datasheets (electronic or paper depending on collection method), and quality-checked digital data records stored on shared FHL server.	GOTR/Installation/FTP site