

SCOPE OF WORK
California Amphibian and Reptile Collection and Genomics
N62473-23-2-0009

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A. INTRODUCTION and PURPOSE

Project Purpose:

1. Improve scientific museum resources and material from military installations across California.
2. Use Genome sequencing of target species from installations to perform landscape genomic analysis of their conservation and population status.
3. Use the results to manage populations so that future mission testing and training is not compromised by additional environmental restrictions or regulations.

Project Synopsis:

This project will consist of evaluating the genomic diversity of California military installations for a suite of 26 species of reptiles and amphibians to determine the health of both on- and off-base populations, including all in California that have an Integrated Natural Resource Management Plan. By leveraging the infrastructure and analysis pipelines being generated for the same species across California for the California Conservation Genomics Project (CCGP), this project can be completed in three years. There are five primary objectives: 1) perform field surveys to collect DNA and specimen vouchers for all target species and installations, including training and participation of military natural resource staff, 2) sequence whole genomes of military installation specimens, 3) conduct bioinformatic and landscape genomic analysis of all DNA sequence data, 4) conduct analyses of multiple environmental stressors as explanatory variables to assess their impact on genetic health and resilience, and 5) produce final report and subsequent peer-reviewed publications.

Background:

California is a state with extremely high biodiversity, and an equally high proportion of at-risk, declining or listed species. It also contains 4 million acres of military lands, a remarkable number in comparison to the military having 28 million total acres throughout the United States. The California Floristic Province was the only habitat in North America to qualify for the first global assessment of 25 Biodiversity Hotspots, defined as regions that are both species rich and at great conservation risk, and it remains on the expanded list of 36 global hotspots (Mittermeier et al. 2004). California's herpetofauna (amphibians and reptiles) mirror this broad pattern of high species richness and many at-risk species, with many species in decline as a result of anthropogenic stressors. California is second only to Texas in terms of reptile and amphibian species richness, (Thomson et al. 2016) and additional species are being evaluated, and granted state and federal protections every year. These problems are no less severe on military lands. At approximately 4 million acres, California has the greatest acreage of military land of any state in America. This includes installations across the four military services (Army, Navy, Air Force, and Marine Corps), and the National Guard. The primary purpose of these lands is to train military personnel and test weapons in support of national defense. Despite the constant and long-term use of military lands for this mission, several studies have documented the critical role these lands play in maintaining biodiversity (e.g., Groves et al. 2000; Stein et al. 2008; Aycrigg et al. 2015; Zentelis and Lindenmayer 2015). For example, DoD lands have the greatest density of Endangered Species Act listed species and NatureServe (G1-G2)-imperiled species of any federal land management agency (Stein et al. 2008; Aycrigg et al. 2015). Although DoD lands comprise only 5% of the total area of federal lands nationally, they represent 82.6% of the diversity of ecological systems in the contiguous U.S. (Aycrigg et al. 2015). DoD lands contain

the second-highest ecosystem diversity of all federal land management agencies, second to the National Park System, which contains 27% more land area than the DoD (Aycrigg et al. 2015). These studies and data suggest, but do not confirm, the presence of healthy, intact ecosystems and populations on military lands.

Consistent with this interpretation, military installations in California and elsewhere are routinely cited as a key component of state conservation plans, and many sites appear to offer unparalleled opportunities for conservation (Rose et al. 2015; Rivers et al. 2010; Long et al. 2017; Delaney et al 2011). For example, Camp Pendleton is a virtual island surrounded by dense urbanization that includes large areas of disappearing scrub and other coastal habitats that once characterized southern California. Others, by virtue of their size (see Appendix d for a very rough distribution of sizes, provided by DoD PARC) and position in otherwise disturbed ecosystems (former Naval Weapons Station Concord and Marine Ocean Terminal Concord in the coastal Bay Area; Edwards Air Force Base in the urbanized western Mojave desert; Beale and Travis Air Force Bases in Great Central Valley grasslands) contain potentially large and healthy populations of protected herpetofauna, and their value will only increase as human population pressure and climate change continue to erode the surrounding ecosystems and create further population isolation.

An important principle guiding this project is that standing genetic variation, measured across every nucleotide in the genome, is a key proxy for population health and resilience. This fundamental principle comes both from theory and empirical observations. Population genetic theory dictates that the ability to respond to novel natural or anthropogenic selection is a direct function of standing variation—variable populations are by definition better able to cope with current conditions and respond to future environmental changes (Frankham et al. 2017). More variable, or heterozygous, individuals often survive novel environments better than less variable ones (Scott et al. 2020), and populations harboring more genetic variation are more resilient to environmental perturbations (literature review in Frankham et al. 2017). By analyzing a summary genetic parameter, population health/resilience as measured by genomic variation, we will quantify the current population health of 26 species of reptiles and amphibians from 30 DoD installations (51 non-contiguous parcels across California, see Appendix d). We then use a landscape genomic approach to determine the combinations of stressors that best explain genomic variation

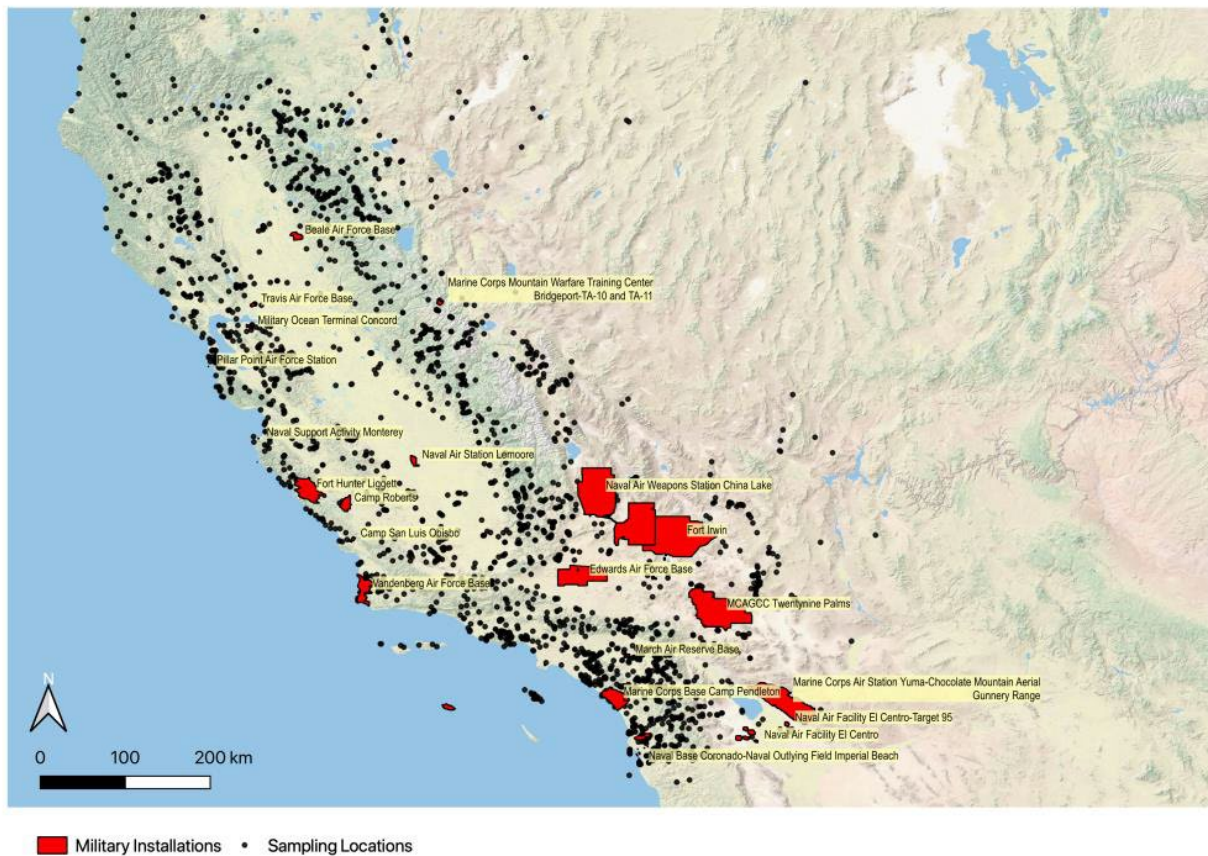
Once specimens are collected, the cooperator will partner with the recently funded California Conservation Genomics Project (CCGP). The state of California recently funded the Shaffer lab at UCLA (\$12M direct costs) to lead a large research consortium that is analyzing genomic variation for 230 species of plants and animals spanning the state, including 18 projects that focus on 34 species of reptiles and amphibians. Twenty-six of these amphibian and reptile species occur on California military lands (Petersen et al., 2018), and are the focus of this proposal. For each species (or suite of closely related species), the cooperator will fund CCGP to sequence the whole genomes of collected individuals chosen to span the breadth of ecological niche space and occupied environments in California. Nothing of this magnitude has been produced for any location on earth, and California, given its size, extreme environmental heterogeneity, and recognized importance as a biodiversity hotspot (Mittermier et al. 2004) is the ideal test case to assemble this reference database of genomic health and resilience. This resource, of high-quality reference genomes for each species, and of population-level sampling of each species across its range, provides a framework for this proposal which is analyzing the same species on California military installations.

The cooperator will sequence the whole genomes of representative individuals of reptiles and amphibians from across 30 military bases (51 non-contiguous parcels including ranges, annexes and detachments) spanning California.

Target Species:

1. *Anaxyrus boreas*
 - Anaxyrus canorus*
 - Anaxyrus exsul*
2. *Anniella alexanderae*
 - Anniella campi*
 - Anniella grinnelli*
 - Anniella pulchra*
 - Anniella stebbinsi*
3. *Arizona elegans*
4. *Aspidoscelis tigris*
5. *Charina bottae*
 - Charina umbratica*
6. *Crotalus oreganus*
7. *Diadophis punctatus*
8. *Elgaria multicarinata*
 - Elgaria panamintina*
9. *Emys marmorata*
 - Emys pallida*
10. *Gambelia copei*
 - Gambelia wislizenii*
11. *Hylliola regilla*
12. *Masticophis flagellum*
 - Masticophis fuliginosus*
 - Masticophis lateralis*
 - Masticophis taeniatus*
13. *Phrynosoma blainvillii*
14. *Pituophis catenifer*
15. *Plestiodon gilberti*
 - Plestiodon skiltonianus*
16. *Sceloporus occidentalis*
17. *Spea hammondii*
 - Spea intermontana*
18. *Thamnophis sirtalis*

Figure 1. Map showing locations of all samples for the CCGP sampling of reptiles and amphibians (purple dots, each dot is a sampling location for one sample, 2700 total samples shown), and the distribution of military installations in California.



Military Mission Benefits:

This proposed project provides several key benefits to the DoD and the broader scientific community. First, the field research program will establish a taxonomically diverse set of tissues and associated voucher specimens that serve as a baseline for current and future monitoring of reptile and amphibian population health across the military installations of California. Installation staff will be invited to participate, adding an important training/environmental education component to all field research. Second, resulting genomic data, across individuals, species and installations provides an unparalleled assessment of the population health of relatively sedentary amphibian and reptile species and how they compare to off-site populations. This unique analysis also leverages \$1.85M in existing CCGP funding on the same species, plus the foundational genomic toolkits and analysis frameworks provided by that large, California-funded initiative. Third, the analysis will focus on multiple environmental and anthropogenic stressors, many of these are associated with key climate change impacts. Many of these species are considered to be at-risk across some or all of their range in California, and the models will provide the first synthetic assessment of the health of all California DoD properties for their conservation value, and the role they may play in protection and delisting under the Endangered Species Act.

B. LOCATION

The field work is to be conducted on Military Installations throughout California.

C. DESIGNATED REPRESENTATIVES

1. The Cooperative Agreement Administrator (CAA) is Kevin Magennis, CA Specialist, Naval Facilities Engineering Command Southwest, 750 Pacific Highway, San Diego, CA 92132-5190 telephone (619) 705-5566, and email: kevin.e.magennis.civ@us.navy.mil.
2. Project manager/Principal Investigator – Robert Lovich, PhD., Senior Natural Resource Specialist, Naval Facilities Engineering Command (NAVFAC) SW, Desert Integrated Product Team, 750 Pacific Highway, San Diego, CA 92132, (619) 705-5673, cell: (619) 778-6311, robert.e.lovich.civ@us.navy.mil
3. Financial POC – Minerva Harger, Environmental, NAVFAC SW, 750 Pacific Hwy, San Diego, CA 92132, 12th flr., 619.705.5584, minerva.p.harger.civ@us.navy.mil

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Cooperator and IRs (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement.

4. Any change in scope of work must be issued to the Cooperator, in writing, by the Grants Officer to be binding on the US Government. No US Government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

5. For the purposes of this Cooperative Agreement, the term Recipient shall be **TBD**. The use of the term Recipient in this Cooperative Agreement includes **To be Determined (TBD)** and all designated representative(s).

6. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the government. No government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

7. The Recipient will designate at time of proposal submission the individual within their organization who is authorized to negotiate with the Cooperative Agreement Administrator. The designation will stipulate the individual's authority to commit the Recipient.

D. PERIOD OF PERFORMANCE

The period of performance will be 36 months from date of award. Field work is anticipated to be completed in two (2) field seasons, and remaining time used to develop and review the Final Report. The Cooperator shall design the field seasons survey protocol to maximize the collection of relevant data.

A fifteen (15) day period, starting on date of award, will be used for the Cooperator to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates, Accident Prevention Plans/Site Health and Safety Plans, Draft

Work Plans, etc. The Cooperator may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

E. PROVISIONS TO THE COOPERATOR

1. Air Transportation: The US Navy will provide the Recipient and/or staff with no-cost air transportation Between North Island and SCI, and between Pt Mugu and SNI, on a regularly scheduled air carrier. Contact the IRs to arrange flights.
2. Barge Transportation: Vehicles and other non-explosive equipment, supplies, and materials may be shipped to and from SCI and SNI on a regularly scheduled barge. Barge and services are to be determined and billed accordingly by the respective installations at a cost to the Recipient.
3. Medical Facilities: A Dispensary, Building 60126, staffed with a Navy Hospital Corpsman, is located at Wilson Cove, SCI. Service is limited and generally not available to Recipient and/or his personnel except on an emergency basis. MEDIVAC to the mainland can be provided under appropriate circumstances, but the Recipient will incur the charges for this service.
4. Housing: The recipient shall arrange for housing for employees during their work time at SCI and SNI. The recipient shall be responsible for housing interim overnight staff at the Navy Gateway Housing Facilities or cooperator facilities (if applicable). Reservations for the Navy Gateway Housing shall be made by the recipient and costs will be incurred by the recipient.
5. Vehicle: The Recipient will need to rent a vehicle on SCI and SNI or use a Job Order Number (JON) established through Navy Public Works Transportation to support maintenance of a vehicle barged to the islands for the project. The Navy may permit the use of a Natural Resources Program vehicle for limited times as available, but the Recipient will be required to establish a JON to support vehicle maintenance. No vehicular transportation is provided off of SCI or SNI. The Cooperator shall ensure that any employee operating a Navy-owned vehicle is properly trained and in possession of the appropriate state license required for the vehicle or equipment class, and comply with all Navy instructions for vehicle operation. The IRs will provide the most current contact information to obtain a vehicle. On SNI, the average rental rate is \$32/day, but is subject to change.
6. Work Space: Laboratory, workbench, office, and storage areas are available on a space available basis.
7. Meals: Meals are available at the SCI Galley and the SNI Fox Den cafe at a cost to the Recipient.

F. GENERAL REQUIREMENTS

1. The Cooperator shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Cooperative Agreement. All data (raw and associated files), photographs, and equipment > \$5000 per unit in value and supplies > \$5,000 in aggregate value purchased with Cooperative Agreement funds (including computer software), as well as those items stated as such, shall become the property of the Department of the Navy (DoN) at the end of the Cooperative Agreement. Equipment is defined as “tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year.” Supplies are defined as “All personal property excluding equipment, intangible

property, and debt instruments, and inventions of a Cooperator conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, CAs, and Cooperative Agreements." (DoD Grant and Agreement Regulations, DoD 3210.6-R#)

2. The Cooperator shall provide a Principal Investigator, Project Manager, and as many trained technicians as necessary to complete the work.

a. **Principal Investigator (PI)** shall be responsible for personnel hiring and management, and ensuring resources are available to the technical staff in accordance with this Scope of Work. The PI shall develop the scientific and strategic framework necessary to successfully complete the requirements of this Scope of Work. The PI shall ensure that the project is proceeding according to this framework or direct course changes if necessary to meet project goals. The PI shall oversee deliverable development and ensure that deliverables are high quality, accurate, and in accordance with the program goals. The PI may also serve as the Project Manager. The PI shall possess:

- A minimum of a PhD in entomology, ecology, or related science discipline;
- A CV demonstrating expert knowledge in California floristic province terrestrial invertebrate biology and/or taxonomy;
- A demonstrated ability to provide administrative, scientific, and human/financial resources to support a sampling program in wildland areas;
- A minimum of 5 years of experience in a Program Management or Principal Investigator position.

b. **Project Manager (PM)** shall be responsible for day to day management of the project, logistics coordination, directing technician tasks, ensuring compliance with the Work Plan and Accident Prevention Plan, drafting deliverables, and acting as the primary point of contact for the project. The PM shall possess:

- A minimum of an BA/BS in entomology, ecology, or related science disciplines;
- A CV demonstrating expert knowledge in California floristic province terrestrial invertebrate biology and/or taxonomy;
- Demonstrated use of GIS units and maps for sampling work;
- An ability to identify terrestrial invertebrates likely to be found in the California Channel Islands;
- A minimum of 2 years of experience in a responsible position providing oversight of, support to or directly involved in project management of an invertebrate sampling research project.

c. **Technician(s)** shall be responsible for completing field and laboratory tasks, data entry, and other duties as directed by the Project Manager. The Technicians shall possess:

- A minimum of a BA/BS degree in Ecology, Entomology, Wildlife Biology or related science discipline;
- Demonstrated biological field experience in remote locations.

Any change to the Principal Investigator or Project Manager after award of Cooperative Agreement, shall require approval of the CAA.

3. Windy and/or foggy conditions with highly variable temperatures may be encountered at any time. Many roads are rough and unpaved, and if wet, may become impassable or should be negotiated using extreme caution and four-wheel drive. Many places on the islands have

precipitous terrain and may be covered with cactus. The Recipient's transit through such terrain must be done with the highest concern for the safety of personnel and with strict adherence to all Guidelines.

4. All work conducted in support of this Cooperative Agreement shall comply with all federal laws applicable to Command Navy Region Southwest (CNRSW) installations such as the Endangered Species Act and the Migratory Bird Treaty Act and applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party's own employees and third parties.

5. The Recipient shall manage generated electronic waste (including alkaline batteries), bio-medical waste, hazardous material, hazardous waste, and hazardous waste residues in accordance with federal, state, and NBC/NBVC regulations and policies.

6. It is the responsibility of the Recipient to obtain Installation Access through coordination with the IRs. It is the responsibility of the Recipient to ensure that all project staff comply with NBC/NBVC and SCI/SNI policies, regulations, and procedures while on installation.

7. Prior to entering the field each day, staff will adhere to installation policies regarding access to any and all military properties.

8. Staff working on this Cooperative Agreement may be required to carry a functioning two-way radio while conducting fieldwork.

9. No ground disturbing activities may take place at without approval from the IRs. Additionally, to avoid impacts to federally listed, rare, or endemic plants the Recipient and/or their representatives must coordinate all vegetation disturbing activities with IRs. The Cooperator shall not disturb federally protected plants any more than necessary to complete this work and allowable under ESA permits. A visual inspection of clothing (especially footwear), vehicles, and equipment followed by removal and appropriate disposal of seeds and accumulated soil is required prior to arriving at the work sites and prior to moving between locations.

10. Under no circumstances are the Recipient and/or staff to violate the Archeological Resources Protection Act. If any objects are found that appear to be cultural or archeological resources, contact the CNRSW Cultural Resources Program Manager at (619) 705-5522.

11. No buildings will be modified without permission from the Naval Base Coronado Public Works Officer and the CNRSW Architectural Historian. The Recipient and/or his staff(s) shall not violate the National Historic Protection Act.

12. The IRs shall immediately be notified of any unusual activity observed while conducting surveys in the field (e.g., trespassers). Information should include location, date, time and any pertinent detailed facts regarding the activity.

13. Personnel may be required to complete Unexploded Ordnance (avoidance) training prior to working on SCI. This can be arranged through the NR OM at (619) 524-9022.

14. Unexploded ordnance may be encountered while conducting fieldwork. Recipient shall not touch or attempt to pick-up any suspected ordnance. Recipient shall place flagging in the general

area of the ordnance and notify the installation staff of the location of the ordnance as soon as possible.

15. The primary use of military installations are for its military mission. Without prior notice, designated areas may become closed to the activities of the Recipient. In some cases, due to operations or other circumstances, it may be necessary to deny the Recipient access to portions of the islands for short periods of time. In such cases, the Recipient will be provided notification of such as soon as possible. It is the responsibility of the Recipient to reschedule this work as feasible (if not precluded by long-term access restrictions)

16. Gates have been installed on various roads. When closed or a road block has been placed, they are not to be ignored or circumvented for any reason. If the Cooperative Agreement work is required behind a locked gate, the Recipient will immediately contact the IRs so that appropriate arrangements with the US Navy can be made to gain access.

17. Photography may be restricted. The Cooperator and all of its representatives are required to obtain permission from the IRs prior to taking any photographs on the Installation. Only photographs of Agreement-related activities are permitted.

18. All parties involved in this task order agree to comply with all applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party's own employees and third parties.

19. Vehicle operators may not use cell phones unless the vehicle is safely stopped or the cell phone employs a "hands free" device. Drivers may not hold, dial, text, or adjust the phone while the vehicle is in motion. Hands free systems such as ear buds, blue tooth, OnStar and other voice activated or speakerphone systems are authorized. Installation Security personnel can issue military motor vehicle citations to operators in violation of this policy. These citations result in a three-point penalty assessed to the violator's driving record and if a driver accumulates twelve points within a twelve-month period or eighteen points within a twenty-four month period, he/she is subject to suspension of Installation driving privileges for one year.

20. The Cooperator shall manage the total work effort and visit the project area as often as necessary, and within the time limits stated, to accomplish the purposes of the task order as detailed further in this Statement of Work. The Cooperator shall work closely with the CATR and IRs in planning and carrying out all field investigations.

a. Prior to accessing the Installation, the Cooperator shall meet with a designated IR to review the guidelines for conducting research on the Installation. This meeting can be conducted as part of the kick-off meeting.

b. The Cooperator is required to submit a proposed field schedule in writing to the CATR and IRs prior to the kick-off meeting or as part of the work plan. The schedule will identify by date, time and personnel, and location when sites are to be visited.

c. The Cooperator shall clear exact date(s) of visit(s) to the activity with the IRs and CATR. The Cooperator's Project Manager shall notify the CATR, in writing or by phone, when each fieldwork element is about to commence.

d. The Cooperator shall provide personnel data of individuals performing the fieldwork to the IR and CATR, at least fourteen (14) calendar days in advance of the Cooperator's scheduled site visit, field investigation, testing, or any other fieldwork. This advance time is required to process badge requests for access to the Installation. If the personnel data is not provided in a timely fashion, the Cooperator may be required to reschedule the site visit at no additional cost to the Government.

e. The Cooperator shall provide copies of all correspondence to the CATR.

21. All work conducted in support of this task order shall comply with all federal laws applicable to the Installation including, but not limited to, the Endangered Species Act, the Clean Water Act, and the Migratory Bird Treaty Act.

a. At no additional cost to the Government, the Cooperator shall be in possession of all necessary permits from the state and federal regulatory agencies (i.e., State Department of Fish and Wildlife, U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries Service (NMFS), necessary to conduct the activities stipulated in this task order.

b. All required permits shall be submitted to the CATR during the kick-off meeting, or prior to the initiation of any fieldwork that requires permitting, whichever comes first. All permits will be submitted as part of the proposal.

22. The Cooperator shall inform the CATR and IR via e-mail of any unusual activity (e.g. trespassers or persons in unauthorized areas) or any unusual animal or plant species observed (e.g. non-native species posing a biosecurity risk) while conducting surveys in the field. Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity or sighting. In addition, information regarding trespassers should be reported to Security as soon as possible.

23. This Cooperative Agreement is a collaborative project. The CATR and IRs are expected to have an active role with the Cooperator in seeing out the terms of this Cooperative Agreement. All data collected and interim analysis shall be made available to the CATR and IRs at any point in this Cooperative Agreement.

24. Identification badges will be furnished based on the individual installation security procedures. Recipient is responsible for all costs, if any, associated with obtaining proper credentials, including participation in the Defense Biometric Identification System (DBIDS) program. The Recipient must immediately report instances of lost or stolen badges to the Grants Officer. Failure of Recipient personnel to obtain entry approval will not affect the terms of this Cooperative Agreement. All Recipient personnel shall become familiar with and obey all Government regulations including fire, traffic, and security regulations. Recipient personnel will not be admitted to the work site without approval. Access requirements will be as identified in station policy for each location. Some facilities, or areas within some facilities, restrict access to U.S. Citizens only.

25. The Cooperator shall not construe any oral directions, instructions, explanations, commitments, and/or acceptances given by any government employee to the Cooperator or his personnel as a change in scope to this delivery order. Any change in scope of work must be issued to the Cooperator, in writing, by the Grants Officer to be binding on the government. In no event shall any understanding or agreement between the Cooperator and any government

employee (other than the Grants Officer) be effective or binding upon the government. Any modification to this CA, whether written or verbal, shall be formalized by a contractual document executed by the Grants Officer. In the event a government employee, other than the Grants Officer, directs a change in the work to be performed under this CA or increases the scope of work to be performed, the Cooperator shall make inquiry of the contracting Officer before proceeding with the deviation. Payment for any change to this CA shall not be made to the Cooperator, without being formally authorized by the Grants Officer.

G. SPECIFIC REQUIREMENTS

1. Target specimens will be surveyed for and collected on military installations where the respective species are confirmed or potentially occurring. All specimens will be collected and euthanized humanely using accepted scientific standards for specimen vouchering. Specimens will be field tagged, genetic material taken from each, and both the genetic material and whole specimen will be accessioned into the museum collection in perpetuity for scientific research. The genetic material will be used to sequence the genomes of the target species, and compare with the larger California Statewide effort to assess the conservation genomic results of this statewide project.

H. MEETINGS/COORDINATION

1. The Cooperator or his/her designee will attend a kick-off meeting with the CATR and IRs to ensure coordination of activities. The CATR shall arrange the meeting. The meeting shall take place within 30 working days of the Cooperative Agreement award. The purpose of the kick-off meeting is to discuss any questions the Cooperator may have regarding the Cooperative Agreement, to decide on treatment site priorities and methodologies, and to discuss other pertinent information on the work to be performed.
2. The Cooperator shall be available throughout the Cooperative Agreement period for consultation with the CATR and IRs on matters involving work progress, data analysis or development of the deliverables. These meetings can be either face to face or via phone conference.

I. SUBMITTALS and SCHEDULES

Cooperator agrees to submit the following deliverables:

DOCUMENT/PRODUCT	NUMBER OF COPIES	DUE DATE
Draft Work Plan	1 digital copy	20 days after kick-off meeting
Final Work Plan	1 digital copy	15 days after receipt of Government comments on the Draft.
Accident Prevention Plan	1 digital copy	Within 15 days after award
Draft Final Report	1 digital copy	Submitted by 15 October, 2025
Final Project Report	1 digital copy; 1 hard copy to NAVFAC Records management	30 days after receipt of Government comments on the Draft.

Work Plan

The Work Plan shall document the personnel, timeline, methods, and contingencies of the proposed work to complete the terrestrial invertebrate surveys. The Draft Work Plan shall be delivered within 20 days of the kickoff meeting, and the Final Work Plan shall be delivered within 15 days of receipt of Government comments. Draft and Final copies of the Work Plan shall be submitted electronically to the CATR and IRs.

Accident Prevention Plan

The APP shall be provided to document safety procedures, accident risk minimization, and accident response. Draft and Final copies of the APP shall be submitted electronically to the CATR and IRs concurrent with the Work Plan.

Annual Report shall detail the work conducted over the previous calendar year and include the results of surveys to date, logistical or technical issues, and work to be completed in the coming season. The Draft Annual Report shall be submitted electronically to the CATR and IRs by 15 December 2023. The Final Annual Report shall be submitted within 30 days after receipt of Government comments on the Draft.

Final Report: Upon completion of field work the Cooperator will prepare a report that addresses the research interests outlined in this Cooperative Agreement. The Cooperator shall place the findings of this study within the context of regional invertebrate diversity, pollinator complexes, and food sources. The format of the report shall be organized in a logical manner with distinct sections that provide information to meet the goals and objectives outlined in this Cooperative Agreement. The Draft Final Report shall be submitted electronically to the CATR and IRs by 15 July 2025. The Final Annual Report shall be submitted within 30 days after receipt of Government comments on the Draft.

The report shall detail methods, results, and discussion based on work accomplished. The Recipient shall work cooperatively with the Navy to resolve all comments provided by Navy representatives. The final report shall respond to comments from the CATR and IRs on the draft report within 30 days of receipt of government comments and shall be submitted in Word and PDF formats. The Final Report hard copy is to be submitted unbound to NAVFAC records management with a CD/DVD copy (contact diane.silva@navy.mil for current submission instructions). The CD/DVD shall contain all digital data including source information and GIS affixed to the interior of the submittal. Any maps and photos that are relevant will be included in the report.

The report shall be free of grammatical, spelling, and typographic errors and of a quality acceptable for peer-reviewed scientific journal publication. The CATR may reject the draft if the quality of the report (e.g. writing, presentation, data and/or analysis) is not professional in content or appearance.

J. DATA AND PUBLICATION

1. All data collected under this and previous Cooperative Agreements are the property of the

U.S. Navy. Raw data and a copy of each reference cited in the Final Report Literature Cited section shall be submitted concurrent with the Final Report. Raw data should, at a minimum, be submitted in hardcopy format. Literature cited articles or sections may be submitted in hardcopy or electronic copy as convenient and/or efficient

2. GPS data collected shall be submitted as coordinate data. The format of data delivery shall be coordinated with the IRs.

3. Photographs: All digital photographs taken for this study shall be submitted with the Final Report to the IRs, and shall become US Navy property. All digital photo files will be labeled with at least the following information: 1) subject/activity, 2) location (specific place), 3) date, and 4) photographer.

4. Any publications produced from this work must be approved by the IRs prior to submission for publication.

K. RELEASE OF INFORMATION

The Cooperator shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the US Government and a determination appropriately made by the cognizant US Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the IRs.

L. SAFETY

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at section (i) of Appendix A of the EM 385-1-1. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- work on, in, or near bodies of water where there a danger from drowning
- use of heavy equipment, e.g. backhoes, excavators, bulldozers, etc.
- excavation, backfilling, and compaction
- use of man lifts, ladders, and other climbing apparatus
- use of weight handing equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

A Site Safety and Health Plan (SSHP) is also required if the work involves potential exposure to hazardous, toxic or radioactive waste (HTRW). The minimum requirement for the SSHP is in Section 33 of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) for all tasks

reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in section 1 of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP and AHA are: EM 385-1-1 (or latest addition), and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authorities (SW EV Safety Office, CATR, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP. SSHP is also an attachment required by the APP if a project includes potential exposure to HTRW. Government PM should verify with the SW EV Safety Office prior to directing the recipient to prepare a SSHP.

The APP, SSHP and AHA will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoD. The Recipient shall certify to CATR that the final APP, SSHP and AHA have been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP, SSHP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSSH is required to have completed the 40-hours Safety Awareness Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (November 2015) change 8, 08/19. The recipient will provide a Monthly Exposure Report (MER) and will attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV). While the recipient is performing the job on-site, a SW EV Safety representative may perform an SAV. The recipient is required to comply with the contents of the final APP (with the AHA and/or SSHP, as applicable). Any modifications to the APP shall be approved first by the GDA prior to continuing work. Also the recipient has to comply with the requirements of the Section 1, Program Management, of the EM-385 -1-1, while at the job site.

M. HOLD HARMLESS

1. The US Government shall not be responsible for the loss of or damage to property of the Cooperator and/or his/her representatives, or for personal injuries to the Cooperator and/or his/her representatives arising from or incident to the use of government facilities or equipment. Cooperator shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Cooperator, its employees, servants, agents, guests, invitees, and Cooperators. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Cooperator, its employees, servants, agents,

guests, invitees, or Cooperators. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Cooperator or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or Cooperators. This covenant shall survive the termination of this Cooperative Agreement.

2. In the event of damage, including damage by contamination, to any US Government property by the Cooperator, its officers, agents, servants, employees, or invitees, the Cooperator, at the election of the US Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the US Government.

N. INSURANCE

1. At the commencement of this Cooperative Agreement, the Cooperator shall obtain, from a reputable insurance company or companies satisfactory to the US Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Cooperator, its employees, agents or Cooperators under this Cooperative Agreement. The Cooperator shall require the insurance company or companies to furnish the US Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

2. All insurance required of the Cooperator hereunder shall be in such form, for such periods of time and with such insurers as the US Government may require or approve. All policies or certificates issued by the respective insurers for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the US Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Cooperator or the US Government or any other person concerning such amount or change in coverage.

3. The Cooperator at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section M, including coverages specified in Attachment B hereof. Cooperator shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment N to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.).

4. During the entire period the Cooperative Agreement shall be in effect, the Cooperator shall require its Cooperators or agents or any Cooperator performing work at the Cooperator's or agent's request on the affected US Government Premises to carry and maintain the insurance

required below:

“Comprehensive general liability insurance in the amount of \$1,000,000.00”

5. The Cooperator and any of its Cooperators or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

6. In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section N, the Cooperator shall promptly give notice thereof to the US Government and, to the extent of its liability as provided in this Section N, shall, upon demand, either compensate the US Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the US Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Cooperator for such loss or damage under this Section N, the Cooperator shall effect such repair, rebuilding, or replacement if required so to do by the US Government, and such excess of cost shall be reimbursed to the Cooperator by the US Government. In the event the Cooperator shall have effected any repair, rebuilding, or replacement which the Cooperator is required to effect pursuant to this Section N, the US Government shall direct payment to the Cooperator of so much of the proceeds of any insurance carried by the Cooperator and made available to the US Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Cooperator to effect such repair, rebuilding or replacement. In event the Cooperator shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Cooperator, the Cooperator shall promptly refund to the US Government the amount of such proceeds.

O. PAYMENTS

1. Partial payments equal to the amount of work accomplished may be made monthly during the field work portion; after submittal of the draft annual and final reports; and after receipt of the final annual and final reports.

2. The final payment of 10 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section I have been received and accepted by the CATR.

3. Any requirement for the payment or obligation of funds, under the terms of this Cooperative Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Cooperative Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.

4. Financial Reports shall be prepared in accordance with 2 CFR 200, are required in accordance with the following schedule, and shall be submitted to the CAA and CATR.

Financial Reports	Reporting Period	Due Date
Request for Advance or Reimbursement (SF270)	Submitted with any invoice on WAWF for Advance or Reimbursement	Contemporaneous with any invoice submitted on WAWF
Final Financial Status Report (SF425 marked final in box 6)	Period of performance	90 days after end of period of performance

P. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCA REPORTING

Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Cooperator to report information on subCA awards. The law requires all reported information be made public, therefore, the Cooperator is responsible for notifying its subCooperators that the required information will be made public.

Unless otherwise directed by the Grants Officer, by the end of the month following the month of award of a first-tier subCA with a value of \$25,000 or more, (and any modifications to these subCAs that change previously reported data), the Cooperator shall report the following information at <http://www.fsr.gov> for each first-tier subCA:

- (a) Unique identifier (DUNS Number) for the subCooperator receiving the award and for the subCooperator's parent company, if the subCooperator has one.
- (b) Name of the subCooperator.
- (c) Amount of the subCA award.
- (d) Date of the subCA award.
- (e) A description of the products or services (including construction) being provided under the subCA, including the overall purpose and expected outcomes or results of the subCA.
- (f) SubCA number (the subCA number assigned by the Cooperator).
- (g) SubCooperator's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) SubCooperator's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (i) The prime CA number, and order number if applicable.
- (j) Awarding agency name and code.
- (k) Funding agency name and code.
- (l) Government Contracting office code.
- (m) Treasury account symbol (TAS) as reported in FPDS.
- (n) The applicable North American Industry Classification System (NAICS) code.

By the end of the month following the month of a CA award, and annually thereafter, the Cooperator shall report the names and total compensation of each of the five most highly compensated executives for the Cooperator's preceding completed fiscal year at <http://www.ccr.gov>, if –

- (a) In the Cooperator's preceding fiscal year, the Cooperator received –
 - (i) 80 percent or more of its annual gross revenues from Federal CAs (and subCAs), loans, grants (and subgrants) and cooperative agreements; and

- (ii) \$25,000,000 or more in annual gross revenues from Federal CAs (and subCAs), loans, grants (and subgrants) and cooperative agreements; and

- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

Unless otherwise directed by the Grants Officer, by the end of the month following the month of a first-tier subCA with a value of \$25,000 or more, and annually thereafter, the Cooperator shall report the names and total compensation of each of the five most highly compensated executives for each first-tier subCooperator for the subCooperator's preceding completed fiscal year at <http://www.fsrs.gov>, if

- (a) In the SubCooperator's preceding fiscal year, the SubCooperator received –
 - (i) 80 percent or more of its annual gross revenues from Federal CAs (and subCAs), loans, grants (and subgrants) and cooperative agreements; and
 - (ii) \$25,000,000 or more in annual gross revenues from Federal CAs (and subCAs), loans, grants (and subgrants) and cooperative agreements; and

- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

If the Cooperator in the previous tax year had gross income, from all sources, under \$300,000.00, the Cooperator is exempt from the requirement to report subCooperator awards. Likewise, if a subCooperator in the previous tax year had gross income from all sources under \$300,000.00, the Cooperator does not need to report awards to that subCooperator.

Q. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (2 CFR § 200.216)

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also § 200.471.

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.216>

END

**ATTACHMENT A
SELF-INSURANCE REQUIREMENTS FORM**

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

2. SELF-INSURANCE REQUIREMENTS: If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1.

The following information, written on your organization's letterhead, is also required:

- A brief description of your organization's self-insurance program, with reference to statutory or regulatory authority establishing the self insurance program.
- The name and telephone number of your organization's self-insurance program administrator.
- Reference the appropriate military facility and CA number.

3. IF YOUR SELF-INSURANCE PROGRAM DOES NOT MEET THE ABOVE MINIMUM REQUIREMENTS:

- Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.
- The following endorsements are required for Excess Liability insurance policies:
 - a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
 - b. "The Commanding Officer, Naval Facilities Engineering Systems Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."
 - c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
 - d. "This insurance certificate is for use of facilities at military installations located in California under the CA, No. N62473-23-2-0009."

4. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.

ATTACHMENT A (Continued)
NON SELF-INSURED REQUIREMENTS FORM

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

2. THE CERTIFICATE OF INSURANCE MUST CONTAIN THE FOLLOWING ENDORSEMENTS:

a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."

b. "The Commanding Officer, Naval Facilities Engineering Systems Command, Facilities Engineering Systems Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."

c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises **licensed/leased** from the United States."

d. "This insurance certificate is for use of facilities at military installations located in California under the CA, No. N62473-23-2-0009."

e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

3. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.

ATTACHMENT B WAWF INSTRUCTIONS

DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2023)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s): NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer. Navy Construction/Facilities Management Invoice

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the

applicable invoice and receiving report, as specified by the Contracting Officer.

NOT APPLICABLE

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N62473/ ECOMP
Admin DoDAAC	N62473/ ECOMP
Inspect By DoDAAC	N62473/ ECOMP
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N62473/ ECOMP
Service Acceptor (DoDAAC)	N62473/ ECOMP
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/ ECOMP
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

NAVFAC_SW_ECOMP_inspector@navy.mil

robert.e.lovich.civ@us.navy.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)