



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

21 June 2024

**REQUEST FOR STATEMENT OF INTEREST  
W9126G-24-2-SOI-2697**

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

**Project Title:** Land Management and Environmental Services for U.S. Army Garrison Hawaii, Schofield Barracks, Oahu, Hawaii and U.S. Army Garrison Hawaii, Pohakuloa Training Area, Hawaii Island, Hawaii

A cooperative agreement is being offered ONLY to members of the Cooperative Ecosystem Studies Units (CESU) Program Region(s) identified above. Award will be made upon mutual agreement and acceptance of the terms and conditions contained in the request for proposal and the 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. An estimated \$3,581,156.00 is expected to be available to support the base period. Additional funding may be available to the successful recipient for optional tasks and/or follow on work in subsequent years.

**Period of Performance:** See attached the Statement of Objectives. More specifically, section 7.0 PERIOD OF PERFORMANCE.

**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, 12pt. Font):  
1. Name, Organization, Dpt. 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., CDT, on Monday, July 22, 2024.**
2. Submit your Statement of Interest via e-mail attachments or direct questions to:

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

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**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.

*Paige E. Poorman*

PAIGE E. POORMAN  
Grants Officer

Attachment: Statement of Objectives

**STATEMENT OF OBJECTIVES**  
for  
**Land Management and Environmental Services**  
for  
**U.S. Army Garrison Hawaii, Schofield Barracks, Oahu, Hawaii**  
and  
**U.S. Army Garrison Hawaii, Pohakuloa Training Area, Hawaii Island, Hawaii**

**1.0 PURPOSE**

1.1 The US Army Garrison Hawaii (USAG-HI) 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, and 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 fifteen-seventeen onsite support personnel located at Wheeler Army Airfield, USAG-HI, Schofield Barracks, Oahu, Hawaii, and one-two onsite support personnel located at Pohakuloa Training Area, USAG-HI, Hawaii Island, Hawaii. USAG-HI manages lands in Hawaii in accordance with all Department of Defense (DoD), Department of the Army (DA), Federal and State environmental laws and regulations. The USAG-HI Environmental Division requires technical assistance for environmental programs to ensure that DoD, DA, Federal, and State environmental regulations are met while minimizing the impact of Army activities on cultural and natural resources. Specific expertise is required in accordance with the following: Clean Air Act (CAA) and Safe Drinking Water Act (SDWA) programs; Clean Water Act (CWA) program; Wastewater (WW) program; Recycling and Solid Waste Management programs; Spill Prevention, Controls, and Countermeasures (SPCC) program; Underground Storage Tank (UST) program; Toxic Substances Control Act (TSCA) program; Asbestos, Lead Based Paint (LBP), and Polychlorinated Biphenyls (PCBs) programs; Hazardous Materials (HM), Hazardous Waste (HW), and Pollution Prevention (P2) programs; the Enterprise Environmental Safety and Occupational Health Management Information System (EESOH-MIS); National Environmental Policy Act (NEPA), Hawaii Environmental Policy Act (HEPA), Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Coastal Zone Management Act (CZMA), Fishery Conservation and Management Act (FCMA), Flood Disaster Protection Act (FDPA), Bald and Golden Eagle Protection Act (BGEPA), Farmland Protection Policy Act (FPPA), Wild and Scenic Rivers Act (WSRA), Rivers and Harbors Act (RHA), National Climate Assessment (NCA), Resource Conservation and Recovery Act (RCRA), and

the Sikes Act.

## **2.0 AUTHORITY**

2.1 In agreement with the above stated goals, the cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the USAG-HI responsibilities pursuant to the National Environmental Policy Act (42 U.S.C. 4321 et seq.), applicable implementing regulations, Army Regulations 200-1, and other applicable regulations.

2.2 In accordance with section 6305 - Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977 (31 U.S.C. § 6301 et seq.), all CESU projects must carry out a public purpose of support or stimulation, instead of acquiring goods or services for the exclusive direct benefit of the United States Government. Examples of carrying out a public purpose may include, but are not limited to, the following:

- Project results are made available to a wide audience (including nonfederal entities)
- Project results/outputs add to the scientific literature/knowledge base, with applicability and utility beyond the scope of the project footprint/study area
- Academic and other nonfederal partner institutions (and their personnel) gain professional experience, increase knowledge, and develop skills and abilities

2.3 In accordance with section 6305- Using cooperative agreements of the Federal Grant and Cooperative Agreements Act of 1977 (31 U.S.C. § 6301 et seq.), substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The DoD agrees to participate at a national level in support of the CESU program as accepted in the Master MOU for the establishment and continuation of the CESU program Article II 1-4 and Article VI 1-7.

The installation further (hence DoD) agrees to provide substantial involvement as directed under the appropriate master agreement to include, but are not limited to, the following:

- USAG-HI is involved in development of study methodology, data gathering, analysis, and/or report writing:
- USAG-HI actively participates and collaborates in carrying out the project plan of work, reviews and approves activities, helps train, or select project staff or trainees
- USAG-HI 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 housing for research technicians
  - Providing vehicles, airplane/helicopter time
  - Providing computing services

- Providing staff time to work on the project

### **3.0 DESCRIPTION OF OBJECTIVES**

#### **3.1 Task 1: Aboveground and Underground Storage Tanks Evaluation.**

Tank Inspection and Management.

Support the above ground storage tank (AST) management aspects of the Army's SPCC program. Identify and determine requirements for all oil tanks and electrical equipment regulated under the USAG-HI SPCC Plan, state regulations, and federal regulations. Work will include performing monthly and annual compliance site inspections of the USAG-HI facilities, updating tank location information, maintaining the tank inventory, (which includes site information, tank data, digital photos, and GPS locations), initiating and tracking corrective actions for deficiencies and non-compliant equipment. The frequency and procedures for tank and electrical equipment inspections are outlined in the USAG-HI SPCC Plan. Inspection results and deficiency corrections are documented on the appropriate inspection form, and filed in program records repository. Assist with answering questions related to Army, State, and Federal compliance inspections. This task requires Steel Tank Institute (STI) Inspector Certification.

Update tank database in order to assist with the preparation of the Emergency Planning Community Right to Know Act (EPCRA) Tier II Report.

Update the Garrison's SPCC regulated oil filled electrical equipment inventory and facility diagrams (which includes site information, tank data, digital photos, and GPS locations). This task will require reviewing existing records and performing site visits to verify equipment information and locations.

Support the USAG-HI Underground Storage Tank (UST) program. Ensure all required inspections, testing, corrective actions, and reporting are conducted for all USAG-HI USTs to include those regulated by State of Hawaii regulations and those non-regulated, exempted, or deferred from State regulations. Identify and assess compliance with regulatory requirements for all USTs to include, but not limited to tank tightness testing, inventory control, cathodic protection testing, and overflow protection installation/maintenance. Maintain a UST database to include UST inventory, UST specifications, fuel type, spill containment, GPS location, photo documentation, inspection status and results, compliance findings, etc. Assist with coordinating, reporting, and ensuring compliance for UST closures, design reviews, new tank installations, required permitting, and operator training.

Review and provide recommended improvements or changes of the SPCC Plan's tank management related portions annually to ensure compliance with regulations and further assist in the prevention pollution. This includes review of facility information, inspection checklists and procedures, and tank/electrical equipment

inventories. Review can occur at any time during the fiscal year except that it cannot be performed within two months of the previous review. Document the review in a report submitted annually.

Provide support for petroleum spills and cleanup activities.

Project Review.

Review Records of Environmental Consideration (RECs) plans for construction, and maintenance projects. Provide comments, recommendations, and technical assistance for SPCC related issues. Frequency of these reviews is typically five per month and 10 working days are provided to complete.

Review Pre-construction Environmental Surveys (PES) and provide comment based on SPCC regulated equipment, historical spill/release data, and other SPCC related issues. Frequency of these reviews is typically one per month and 10 working days are provided to complete.

### **3.2 Task 2: SPCC and Environmental Outreach.**

SPCC Management.

Update the Pohakuloa Training Area (PTA) and Kilauea Military Camp (KMC) SPCC plan(s) to comply with Federal, State, and Army regulations. Coordinate draft reviews of the plan and incorporate changes as necessary. Execute outreach needed to inform tenants and Units of procedures to comply with the Plan, with emphasis on any new requirements.

Review all USAG-HI SPCC plans on an annual basis to include incorporation of prevention, response, and mitigation of releases of emergent contaminants. Submit a written summary of suggested changes to the SPCC Program Manager for approval. Incorporate agreed upon changes into all controlled copies of the plan and document the changes in the Plan's Record of Changes.

Train the SPCC requirements to personnel attending the USARPAC Fuel Handler Certification course. The Fuel Handler Certification course provides the required training for individuals who have duties handling petroleum fuels. Provide a short (less than 2 hours) SPCC compliance training presentation to supplement this course. The SPCC training will inform and educate the students about all responsibilities of the Fuel Handler to comply with the SPCC plan. Frequency of this training will not exceed 13 per year.

Review and approve requests to temporarily conduct mobile fuel operations. Military unit operations requiring fueling outside of the central fuel distribution point are required to prepare the requests and supplemental information. Work with the Unit requesting to conduct mobile fueling operations to ensure compliance with

SPCC regulations, make necessary corrections, and approve the requests. The requests are initiated by telephone, email, or walk-ins. The frequency of these requests is less than 4 per week and normally take less than one hour to process. Additional support may be required from the Environmental Division when the number of these requests exceeds the typical frequency during peak unit training events.

Support spill response and cleanup activities. Provide support to the USAG-HI spill Incident Response Team (IRT). Respond to petroleum releases in accordance with the SPCC Plan. This work will require OSHA HAZWOPER certification. This task may require the use of a respirator and therefore annual respirator training is required in addition to medical exam. Frequency of spill response events averages roughly 5 per month and are typically less than 20 gallons. Report spills through the Army chain of command and to State and Federal agencies as required by regulation or direction from USAG-HI. Update/maintain the SPCC spill inventory to include information relevant to each release. Coordinate an annual IRT spill exercise. This is typically incorporated into the Garrison's annual emergency response exercise.

#### Project Review.

Review REC plans for construction and maintenance projects and provide comments, recommendations, and technical assistance for SPCC related issues. Frequency of these reviews is typically five per month and 10 working days are provided to complete.

Review PES and provide comment based on SPCC regulated equipment, historical spill/release data, and other SPCC related issues. Frequency of these reviews is typically one per month and 10 working days are provided to complete.

#### Pollution Prevention and Environmental Compliance Outreach.

Assist with coordinating the quarterly Environmental Quality Control Committee (EQCC) meetings. This includes but is not limited to scheduling, reserving meeting spaces, managing EQCC member distribution list, preparing agendas, and read ahead slides, preparing presentations with assistance from DPW Environmental Division Program Managers, preparing meeting minutes, and consolidating due outs/action items. EQCC members are senior level military and civilian employees who meet quarterly to identify issues, provide feedbacks, make recommendations, advise the USAG-HI installation Command Group, and help plan, execute, monitor, and improve actions and programs with environmental implications.

Support Army environmental training events. This support includes discussion and explanation of USAG-HI environmental policies and regulations. These training events are only occasionally requested, typically less than two hours each, and no more frequent than six per year. Examples include presenting at the Senior Leader

Officer Course (SLOC), Senior Leader Environmental Compliance Training (SLECT), Environmental Compliance Officer (ECO) training, Non-Commissioned Officer (NCO) Academy, and during quarterly Brigade ECO meetings.

### **3.3 Task 3: Environmental Data and Information Management.**

Provide technical expertise for environmental database management.

Provide technical expertise onsite to enter applicable hazardous material (HM) and waste data using the most current Army approved database (currently the Enterprise Environmental, Safety and Occupational Health Management Information System (EESOH-MIS)). Manage the database to track HM/hazardous waste (HW) on USAG-HI installations and provide HW characterization support and related input into the database.

Analyze data to ensure U.S. Army Hawaii is meeting federal, state, DoD, Army and local hazardous material and waste laws and regulations. Provide technical expertise for data analysis to identify compliance risks, corrective actions for areas of deficiency and opportunities for improvement.

Provide technical expertise to consolidate data through the HM/waste database, Range Facility Management Support System, Global Combat Support System-ARMY, and other means necessary to prepare EPA Reports/Internal Reports to include but not limited to: Emergency Planning Community Right to Know Act (EPCRA) Reports (Tier II, Toxic Release Inventory), Biennial Hazardous Waste Reports, and internal/external HW reporting.

Conduct data analysis as requested for pollution prevention and waste minimization managers to identify and research industrial processes where hazardous materials are used, and hazardous waste is generated. Provide data analysis to identify and recommend pollution prevention and waste minimization opportunities to support USARHAW installations in ensuring that hazardous materials and wastes are managed appropriately. This support will minimize the degradation of natural resources, provide accurate tracking, and identify the application of best business practices in order to prevent the introduction of hazardous materials and wastes into the ecosystem and minimize negative impact on military and public lands.

### **3.4 Task 4: Environmental Compliance Evaluation.**

Hazardous Waste and Pollution Prevention (P2).

Environmental Compliance Inspections (ECI). Conduct inspections of installation shops, activities and tenants which use HM and/or generate HW and have been identified as part of the USAG-HI Environmental Compliance Inspection (ECI) program using the USAG-HI Environmental Compliance Inspection Checklist (ECIC). An inspection report must be completed and electronically transmitted to



facility commanders/directors which will present data including identification of areas of non-compliance with the ECIC and recommended corrective actions. The inspection should also identify new and existing waste streams, waste accumulation/recycling processes, RCRA compliance, waste minimization opportunities, record keeping and training requirements.

Review procedures and processes to identify new opportunities and efficiencies to enhance the program towards achieving DoD P2 goals. Research new recycling opportunities and equipment purchases to include a cost-benefit data analysis as required.

Provide technical support for petroleum spills and cleanup activities. This work will require HAZWOPER certification. This task may require the use of a respirator and therefore annual respirator training is required in addition to medical exam.

Waste Stream Identification and Analysis. Assess all waste streams associated with each industrial unit/activity to characterize and document waste generation processes and recommend applicable management requirements. Conduct pre-inspections of waste pickup requests as requested and submit data to the HW Transfer and Accumulation Point (TAP) Manager for input and processing. Determine if waste generation is process driven or categorized as hazardous material mismanagement and recommend corrective actions.  
Hazardous Materials Management.

Technical review of unit/activity HM Authorized Use List (AUL) submission and addition requests to determine if the type and quantities of requested HM is appropriate in accordance with the USAG-HI AUL policy. The review requires the analyses of operational and chemical data on hazardous materials subject to HM and HW regulations. Safety Data Sheet (SDS) searches of Hazardous Materials are required to properly identify chemical constituents to ensure the most appropriate HMs are being used on the installation and to prevent the unnecessary generation of HW.

Perform the necessary site visits to complete surveys of industrial shops and activities to verify accuracy of data.

Hazardous Waste Minimization. Conduct site visits and inspections to assess current waste generating processes and research available technologies that may be applicable to improve waste minimization efforts and make management recommendations.

As necessary, assist in assessing waste items requested for disposal through the pre-inspection requests to identify those items that are still usable and available to be turned-in to the DPW Free Issue program. Conduct research to determine the cost avoidance savings.

As necessary, Conduct Deployment Clearance Inspections (DCI) and

Redeployment Clearance Inspections (RCI) to assess the efficiency of the installation's procedures to clear deploying and redeploying units from installation facilities to ensure compliance with all applicable regulations and minimize the amount of waste generated from deployment and redeployment events. Make management recommendations to develop and improve DCI and RCI procedures.

### **3.5 Task 5: Clean Water Act and Wastewater Support.**

Clean Water Act Support.

Construction Site Run-Off Control. Assist in conducting construction site run-off control reviews to determine compliance for construction sites located on Army installations. Work will include review of permit applications, project review, Storm Water Pollution Prevention Plan (SWPPP) review, site inspections, training, outreach, and review of Best Management Practices (BMPs). Regularly update all construction site run-off control related databases and inventories. Update the annual Storm Water Management Plan (SWMP) annual report(s) to include construction site compliance results. This task requires Erosion and Sediment Control Certification.

Operation and Maintenance Support. Assist with collecting information concerning installation maintenance of the storm water system. Work will include site inspections and coordinating with DPW Operation and Maintenance staff to evaluate problem areas. The cooperator will update the annual SWMP report to include inspected/maintained areas and frequencies.

Wastewater Program Support

Assist in responding to wastewater spills. Work will include site evaluation and containment, boundary establishment, and obtaining and delivering water quality samples and reporting to the State of Hawaii Department of Health, as necessary.

### **3.6 Task 6: Additional Wastewater Program Support (OPTIONAL).**

Assist in submission renewal application for Industrial Wastewater Discharge Permits to the City and County of Honolulu, scan permit application and permit, and update wastewater data management system. Task to be completed before permits expire or before December of the calendar year.

### **3.7 Task 7: Clean Water Act Public Outreach and CWA/WW Support.**

Public Education/Outreach/Participation Program. Assist in the development and implementation of the Army's public education/outreach/participation program for storm water/wastewater. Work will include at minimum but not limited to: Work with other MS4 owners in the community to organize joint efforts of for the program; organize Earth Day activities; organize public involvement activities such as storm water marker placement; develop public surveys that will help determine the

community awareness; develop/update public messages to be distributed via social media, newspaper, pamphlets, brochures, web, etc.; provide classroom education to elementary schools located on DoD property; develop and present general information about the USAG-HI SWMP to a variety of audiences such as Directorate of Public Works staff and contractors; and tracking the public outreach activities and develop strategy to determine effectiveness.

Clean Water Act Support.

Pollution Prevention Program. Assist with reviewing and implementing parts of the Pollution Prevention program. Work includes inspections of the USAG-HI's Storm Water Pollution Control Plan (SWPCP) facilities, updating maps, and providing training. Update the annual SWMP report to include inspection results and spill data.

Operation and Maintenance Support. Assist with collecting information concerning installation maintenance of the storm water system. Work includes site inspections and coordinating with DPW Operation and Maintenance staff to evaluate problem areas. The cooperator will update the annual SWMP report to include inspected/maintained areas and frequencies.

Wastewater Program Support

Assist in responding to wastewater spills. Work will include site evaluation and containment, boundary establishment, and obtaining and delivering water quality samples and reporting to the State of Hawaii Department of Health, as necessary.

### **3.8 Task 8: Water Quality Sampling (OPTIONAL).**

Water Quality Sampling. Review annual monitoring reports and include the water quality sampling results in the annual SWMP report.

### **3.9 Task 9: Illicit Discharge Survey.**

Illicit Discharge Survey. Assist the illicit discharge survey team when conducting the annual survey. Work includes providing access, contacts, and maps. Update the annual SWMP report to include any tasks completed by the illicit discharge survey team.

### **3.10 Task 10: Wastewater Program Support (OPTIONAL).**

Assist in the submission of renewal applications for Industrial Wastewater Discharge Permits to the City and County of Honolulu, scan permit application and permit, and update wastewater data management system. Task to be completed before permits expire or before December of the calendar year.

Assist in responding to wastewater spills. Work will include site evaluation and containment, boundary establishment, and obtaining and delivering water quality

samples and reporting to the State of Hawaii Department of Health.

### **3.11 Task 11: TSCA Environmental Compliance and Pollution Prevention.**

Asbestos and Lead Paint Management.

Execute the USAG-HI Asbestos and Lead Paint Management Programs. All data gathered will be compiled and presented into reports that will be used by project proponents and facility managers on current and future projects.

Develop and maintain a comprehensive Lead & Asbestos Database. Obtain, consolidate, update, and evaluate historical asbestos and lead data, blueprints, building structures and materials, and information necessary to develop facility asbestos and lead management plans.

Review project plans, work requests, and National Environmental Policy Act (NEPA) documents to identify potential and existing lead/asbestos hazards and provide recommended course of action.

Conduct asbestos and lead inspection surveys to support the Garrison's demolition, renovation, maintenance, and construction project lists. Maintenance, renovation, and construction project surveys will be limited to the affected areas of the facility. Address the entire facility in demolition project surveys. Re-inspect and assess selected target facilities once every three years as directed. Prepare reports for each survey to supplement and update existing data. [Asbestos inspections follow HAR 11-501 and 11-502; lead inspections are done for the purpose of OSHA compliance.] This task requires State of Hawaii DOH Asbestos/AHERA Inspector certification and State of Hawaii DOH Lead Risk Assessor certification.

Perform visual assessments to verify the existence, extent, and condition of asbestos-containing material and lead based paint for individual facilities as required by upcoming projects, work requests, and the Asbestos/Lead Management Plans. They are performed randomly and selectively to validate existing surveys and to update condition of existing materials. Prepare reports to supplement and update existing data.

Conduct renovation and demolition project quality assurance surveys. Attend pre-demolition project kickoff meetings for projects involving asbestos or lead abatement activities, review asbestos and lead abatement work plans and contractor/worker qualifications and perform site visits to ensure appropriate containment and proper work practices are used.

Occasionally the Environmental Division will require detailed reports, charts, presentations, or briefings concerning asbestos and lead inspections, transformer inventories and replacements, or other related reports, as requested.

Review and update the asbestos and lead management plans annually.

### **3.12 Task 12: Polychlorinated Biphenyl (PCB) Management (OPTIONAL).**

Develop and maintain a comprehensive PCB database for all PCB equipment, capacitors, and transformers on the installations. Obtain, consolidate, update, and evaluate historical PCB surveys and inventories to keep the data current.

Conduct PCB inspection surveys to support the Garrison's demolition, renovation, maintenance, and construction project lists. Maintenance, renovation, and construction project surveys will be limited to the affected areas of the facility. Address the entire facility in demolition project surveys.

### **3.13 Task 13: Clean Air Act and Safe Drinking Water Act Support.**

Clean Air Act Support.

Ensure compliance with CAA and Air Permits maintained by the installations. Provide technical onsite support to compile and update emissions inventories for the USAG-HI installations. This includes coordinating with various Garrison and tenant personnel to get specific information on emission sources. Perform building surveys and review construction documents. Coordinate, track, and report on requirements outlined in USAG-HI's Covered (Title V) and Non-covered source air permits. Assist with air permit renewal, reporting and conducting visible emissions requirements. Review USAG-HI installation compliance with Army Regulations and CAA Regulations such as implementation of National Emissions Standards for Hazardous Air Pollutants (NESHAP), Ozone Depleting Substances, and Greenhouse Gases. Assist with installation compliance with these requirements and report any issues that need to be addressed to avoid violations. Databases, inventories, and data results may require validation by means of field surveys. This may include conducting and collecting dust monitoring data on the installations. Prepare reporting documentation required by Army Regulations, Hawaii Administrative Rules (HAR), and the CAA.

Provide support to collect and compile all required data and records to ensure continued compliance with NESHAP for Gasoline Dispensing Facilities (40 CFR 63, Subpart CCCCC) on USAG-HI installations. Ensure records are kept at gas stations and required notification letters are prepared and submitted to the Environmental Protection Agency (EPA) or Hawaii State Department of Health (DOH).

In accordance with USAG-HI Covered source (Title V) and Non-covered source air permits, provide support to perform site visits monthly or as needed of all permitted sources and compile all required data and records to ensure their compliance. Run time of generators, boilers and overall condition of emission sources will be the main focus of the inspections. Periodic visible smoke observations (opacity readings) may be conducted of emission sources to ensure compliance with the permit and integrity of the unit. This data collection will include but not be limited to obtaining fuel certification statements for each delivery, collecting the monthly fuel usage, calculating monthly

emissions as required, collecting the monthly boilers and generators hours of operation, operation documentation and maintenance records. Provide support to coordinate and attend inspections by DOH when they occur. This task may require Smoke School Certification in order to take opacity readings.

Provide support to prepare the semi-annual and annual air emission reports for submittal to DOH. Assist with collection and calculation of data to be included in annual Greenhouse Gas reporting. Also, prepare letters of determination (LODs) for new insignificant emission sources and permit modification documentation for significant sources.

Provide support to ensure the use, recovery, and reclamation of Ozone Depleting Substances (ODS) are properly documented and kept on file to show that USAG-HI does not intentionally vent any ODS's into the atmosphere and to show that all ODS's remain within Army ownership. Duties and data collection to ensure compliance include, but are not limited to, database update of all ODS and Non-ODS containing equipment (location, size, type, etc.) and obtaining and reviewing all maintenance records for any activity that involves removing or adding ODS's from equipment. Also include in the plan, records of employee EPA Certifications as well as Certified ODS recovery equipment. Assist in leak rate notifications and other ODS reporting to EPA as needed.

#### Safe Drinking Water Act Support.

The public water systems maintained by USAG-HI need to be monitored and sampled to ensure it is free of contaminants to ensure the health and safety of the public. Existing databases and inventories of sampling points and data results will be updated and validated by means of field surveys. Provide support to conduct field water sampling of USAG-HI public drinking water systems, in accordance with all SDWA protocol. Assist in updating and maintaining sampling results for all systems. Compile data and prepare and submit required reporting to DOH and EPA. This includes assisting with compiling and preparing the annual Consumer Confidence Report (CCR) for submittal to DOH. Update and validate the existing backflow preventer database to incorporate changes due to building renovation and new construction activities. Evaluate USAG- HI installation's compliance status with the Army Regulations, Hawaii Administrative Rules (HAR), and SDWA. Assist with installation compliance and report any issues that need to be addressed to avoid violations. Prepare reporting documentation required by Army Regulations, HAR, and the SDWA.

Provide support to ensure injection well compliance tracking, annual performance testing, and permit renewal for the Underground Injection Control permits at Pohakuloa Training Area and Kilauea Military Camp. Gather required flow data, inspection reports and prepare annual UIC reports in accordance with the UIC permits. Also provide support for injection well compliance for new projects as well as non-well inspections and reporting. Provide support to coordinate, track, and report on Sanitary Surveys conducted at USAG- HI water systems. Perform building surveys and review construction documents as needed.

Provide support in updating Emergency Response Plan and point of contact list annually.

### **3.14 Task 14: Field Support for the Recycling Program (Oahu).**

#### Recycling Program Support

Coordinate and conduct field surveys of USAG-HI facilities, reviewing waste streams to determine appropriate recycling measures. Implement the measures and provide facility occupants practical guidance to implement effective recycling practices. Update and validate facility inventory to maintain current listing of established recycling areas for the facilities. Work will also include periodic surveillance of established recycling points to evaluate their effectiveness and determine areas for improvement.

Provide support to review and implement the USAG-HI Integrated Solid Waste Management Plan (ISWMP). Work will include implementation of recommended recycling strategies and other program improvement tasks and participation in education and outreach activities. Update the ISWMP to include new goals and/or program initiatives as they are developed.

Provide support to review the Army Recycle Center (ARC) operations to ensure recycling processes are conducted in compliance with the Solid Waste Management Permit for the facility. Work will include assisting with permit compliance and reporting issues that need to be addressed to avoid violations. Assist in renewing and/or modifying the permit and provide support to coordinate and attend inspections by the State of Hawaii Department of Health (DOH) when they occur.

Provide support to collect recycling and solid waste disposal data for both the municipal solid waste stream and the construction and demolition debris waste stream and evaluate the data to determine the USAG-HI solid waste diversion rate. Data will be entered into the Army's SWARWeb System on a semi-annual and annual basis. Prepare the annual solid waste diversion report for submittal to the DOH in accordance with conditions of the Solid Waste Management Permit.

Provide support to expand the Qualified Recycling Program (QRP). Work will include characterizing the installation's waste stream, assessing the material's recycling potential, and researching potential markets for the materials. Supporting tasks include identifying recycling equipment for purchase with QRP funds, taking into account the cost of the equipment and the anticipated return on investment. Assist with maintaining QRP records, to include the installation recycling policies, recycling standard operation procedures, QRP business plan, QRP meeting minutes, costs, and profits of the QRP, as well as the cost avoidance resulting from recycling/waste prevention. Provide support for internal and external audits of the QRP to ensure regulatory requirements are met.

Schedule and coordinate Earth Day events. Participate in providing Earth Day activities.

This typically consists of one event held on Schofield Barracks during the month of April. Coordination includes communicating with DFMWR, DPW, DES, and other organizations who partner with and support the events.

Promote pollution prevention opportunities. Assist tenants of the installation with incorporation of new technologies into everyday business processes to reduce waste generation, increase recycling, and help the Garrison meet its waste reduction requirements.

Currently, USAG-HI has exceeded the Department of Defense (DOD) non-hazardous solid waste diversion goal of 40% using the Waste to Energy (WTE) metrics. If WTE was removed from the equation, the USAG-HI would fall short of the diversion goal. Additionally, with the DOD non-hazardous solid waste diversion goal increasing to 50% in 2025 and 75% in 2030, USAG-HI needs to integrate education and outreach efforts to increase its diversion rate. The Recipient shall assist with programs to raise awareness and motivate personnel to recycle, including the development and implementation of incentive programs to increase participation and promote the QRP, writing articles for the USAG-HI newspaper and creating posts for the Garrison's social media sites.

### **3.15 Task 15: Field Support for Recycling (PTA, Hawaii Island).**

The Recipient shall coordinate and conduct field surveys of Pohakuloa (PTA) facilities, reviewing waste streams to determine appropriate recycling measures. The Recipient shall implement the measures and provide facility occupants practical guidance to implement effective recycling practices. Work shall include updating and validating the facility inventory to maintain a current listing of established recycling areas. Work shall also include periodic surveillance of established recycling points to evaluate their effectiveness and determine areas for improvement.

Provide support to review and implement the USAG-HI Integrated Solid Waste Management Plan (ISWMP) as it applies to PTA. Work shall include implementation of recommended recycling strategies and other program improvement tasks. Work shall also include participation in education and outreach activities.

Provide operational management support of the Pohakuloa Army Recycle Center (PARC) and review PARC operations to ensure recycling and solid waste processes are conducted in compliance with federal, state, and local requirements for the facility. Supporting tasks include coordinating collection trainers to collect recycling from training exercises and facilities at PTA and managing the sorting and processing of recyclable materials at the PARC. Work includes operating a forklift to assist with proper temporary storage, processing and transporting of bulky recyclable materials including untreated wooden pallets. Work shall include assisting with compliance and reporting issues that need to be addressed to avoid violations. The Recipient shall provide support to coordinate and attend inspections by the State of Hawaii Department of



Health (DOH) when they occur.

Provide support to collect recycling and solid waste disposal data for both the municipal solid waste stream and the construction and demolition debris waste stream and evaluate the data to determine the PTA solid waste diversion rate. Data shall be included in a quarterly report to the QRP that will be entered into the Army's SWARWeb System on a quarterly basis. The Recipient shall also prepare the annual solid waste diversion statistics for submittal to the QRP.

The Recipient shall provide support to expand the QRP. Work shall include characterizing the installation's waste stream, assessing the material's recycling potential, and researching potential markets for the materials. Supporting tasks include identifying recycling equipment for purchase with QRP funds, taking into account the cost of the equipment (including maintenance) and the anticipated return on investment, and transporting recyclable materials collected at the PARC to off-post recycling redemption centers to support the QRP. The Recipient shall also assist with maintaining QRP records, to include the installation recycling policies, recycling standard operation procedures (SOP), QRP business plan, costs, and profits of the QRP, as well as the cost avoidance resulting from recycling/waste prevention. Provide support for internal and external audits of the QRP to ensure regulatory requirements are met.

The DoD non-hazardous solid waste diversion goal is increasing to 50% in 2025 and 75% in 2030, therefore, PTA needs to integrate education and outreach efforts to increase its diversion rate. The Recipient shall assist with programs to raise awareness and motivate personnel to recycle, including the development and implementation of incentive programs to increase participation and promote the QRP. Examples include writing articles for the PTA newspaper and creating posts for the garrison's social media sites.

### **3.16 Task 16: TSCA Inspection Support for Annual Work Plan Projects.**

Asbestos and Lead Based Paint Investigation/Sampling/Inspection.

Perform visual assessment condition investigations on various installation facilities to verify existing hazardous material data. Prepare reports and submit to the Program Manager for each survey to supplement and update existing data. [Asbestos inspections follow HAR 11-501 and 11-502; lead inspections are done for the purpose of OSHA compliance.]

Conduct facility inspections for hazardous materials to support facility demolition and renovation of construction projects. If data is not available on historical records, conduct appropriate sampling data for suspect material encountered. Prepare reports and submit to the Program Manager for each survey and address the entire facility for demolition projects and affected areas for renovation and construction projects. This task requires State of Hawaii DOH Asbestos/AHERA Inspector certification and State of Hawaii DOH Lead Risk Assessor certification.

Conduct periodic installation assessment studies to identify the existence, extent, and condition of all asbestos-containing material and lead based paint for individual facility projects. These studies will randomly and selectively validate existing surveys and to update condition of existing materials. Prepare reports and submit to the Program Manager to supplement and update existing data.

### **3.17 Task 17: PCB Investigation/Sampling/Inspection (OPTIONAL).**

PCB Investigation/Sampling/Inspection. (OPTIONAL)

Perform visual assessment condition investigations on various installation facilities to verify existing PCB equipment. Prepare reports and submit to the Program Manager for each survey to supplement and update existing data. [Asbestos inspections follow HAR 11-501 and 11- 502; lead inspections are done for the purpose of OSHA compliance.]

Conduct facility inspections for PCB equipment to support facility demolition and renovation of construction projects. If data is not available on historical records, conduct appropriate sampling data for suspect material encountered. Prepare reports and submit to the Program Manager for each survey and address the entire facility for demolition projects and affected areas for renovation and construction projects.

Conduct periodic installation assessment studies to identify the existence, extent, and condition of all PCB equipment for individual facility projects. These studies will randomly and selectively validate existing surveys and to update condition of existing materials. Prepare reports and submit to the Program Manager to supplement and update existing data.

Develops and completes REC Forms. Coordinate and submit RECs to the Environmental Division, DPW, for all assigned construction projects. Included in the REC is the project work order, SOW, and all pertinent drawings and sketches for successful completion of construction projects. Duties include following up with DPW personnel and the State of Hawaii on Historical issues and Section 106 Consultation.

### **3.18 Task 18: Environmental Compliance Evaluations and Training Project Lead.**

Lead/Oversight of Environmental Compliance Evaluations.

Coordinate ECIs of all facilities under the USAG-HI ECI program in accordance with USAG-HI Environmental Program policy. Ensure ECI reports are transmitted to appropriate unit/activity leadership for awareness/action. Track unit/activity corrective action responses to ECI reports. Review and update the ECIC to ensure it reflects current Federal, State, DoD, Army, and installation environmental requirements in order to accurately assess compliance. This task requires data analysis of evaluation findings in order to determine compliance trends, root causes of non-compliance, and make recommendations for program revisions to improve the compliance posture of the

installation. Update EQCC slides to include evaluation results and analysis.

Hazardous Material and Waste Management Plan. Review the USAG-HI 200-4, Hazardous Material and Waste Management, and make management recommendations for updates based on analysis of environmental compliance evaluations and overall assessment of the environmental compliance program.

Waste Profile Management. Review all hazardous and non-regulated waste profiles for accuracy and make management recommendations for characterization and management in the HM/waste database/tracking system. Waste profile reviews will include analysis of the process generating the waste to include materials use, SDSs, laboratory analyses, and work practices.

Environmental Compliance Training. Review and update all training materials to reflect the most current Federal, State, DoD, Army, and installation environmental requirements. Coordinate and conduct the following training classes:

Environmental Compliance Officer (ECO) Basic Course. Three-day basic training course to be conducted every other month unless cancelled due to low enrollment.

ECO Refresher Course. One -day refresher training course to be conducted every other month unless cancelled due to low enrollment.

Senior Leader Environmental Compliance Trainings (SLECT) Course. Half-day basic training course to be conducted every other month unless cancelled due to low enrollment.

Senior Leader Orientation Course (SLOC). Quarterly environmental presentation to senior commanders as requested.

Maintenance Manager Course. Quarterly environmental presentation to military maintenance managers as requested.

Onsite Quarterly Environmental Compliance Training. Quarterly environmental presentation to military personnel as requested.

HM/Waste database training. Training to users as requested.

Hazardous Material Management Program (HMMP). Provide support to USAG-HI to establish and implement a HMMP to include creating a HMMP Plan and HMM Committee, making management recommendations for HMMP goals and objectives consistent with higher headquarters guidance, make recommendations to provide input to the Garrison Commander and HMMP Committee, assist with preparation of HMMP reports, assist with the coordination of the AUL review and approval process, and support any additional HMMP tasks.

EESOH-MIS System Authorization Access Request (SAAR). Manage all SAAR requests for DPW users for access to the EESOH-MIS. This includes SAAR revalidation and management of EESOH-MIS accounts for DPW users.

### **3.19 Task 19: NEPA & HEPA Support**

Provide 4 Full-Time Equivalent (FTE) professionals for on-site NEPA/HEPA review, analysis, documentation, project coordination support to USAG-HI as specified below.

**NEPA/HEPA Review and Analysis:** Review preliminary draft, draft, draft-final EIS/EA/PEA/REC documents or any other related supporting technical document (i.e., Public Involvement Plans, Cultural Impact Assessments, timelines/milestones, etc.) associated with ongoing Army actions being prepared for the USAG-HI. The review shall include an analysis of the documents as it pertains to meeting the requirements set forth in NEPA (32 CFR Part 651) and HEPA (HAR, Title 11, Chapter 200 and HRS Chapter 343). Provide the NEPA Program Manager with technical review comments after each review within the specific EIS/EA timeframe.

**NEPA/HEPA Documentation:** Maintain the USAG-HI past and present electronic EIS/EA document library/files. The USAG-HI currently utilizes MS Teams as its repository.

**NEPA/HEPA Coordination:** Prepare or assist in the preparation of applicable environmental review, analysis, documentation, and project coordination as required to support to the USAG-HI Environmental Division. Coordinate with an interdisciplinary team at USAG-HI, US Army Environmental Command, Higher Headquarters, and other agencies to gather environmental information needed to support the preparation of Environmental Impact Statements (EISs) / Environmental Assessments (EAs), Records of Environmental Consideration (RECs), and supporting plans/studies.

Planning and decision support will include NEPA analyses that are required prior to initiation of testing and training exercises, implementation of resource management plans, project siting or construction activities when such actions are to be completed using federal funds. NEPA analysis requires collection and evaluation of large amounts of supporting data and services to be provided under this agreement, including the collection and analysis of data; preparation of required documents; and facilitation of all aspect of the NEPA process, to include public meetings and Native Hawaiian consultations.

Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews. Providing technical expertise in development of environmental documents to support the Environmental Division.

**PEA Development:** Develop PEAs for Water Infrastructure System Upgrades, Electrical Utility Upgrades, Wastewater System Upgrades and other future projects for Army

installations in Hawaii. For instance, the existing water infrastructure were constructed back in the 1930-40's. Significant maintenance, relocation and new construction is necessary. Projects are planned for the next 10 years to increase storage capacity, water supply, water pressure, flow to meet demand, storage, and distribution requirements. Proposed actions include but are not limited to construction new potable water storage tanks (above and/or below ground), water pump replacement, backup electrical power generation, access road, erosion control, replacement/new water distribution lines (various sizes), pump stations, storm draining, water treatment facilities, security fencing and gates, and parking areas. The PEA shall meet the requirements set forth in NEPA (32 CFR Part 651) and HEPA (HAR, Title 11, Chapter 200 and HRS Chapter 343).

Provide services for NEPA/HEPA EIS/EA/PEA/REC support, with the knowledge of, but not limited to Federal and State environmental laws, Presidential Executives Orders and the following regulations: NEPA, HEPA, ESA, NHPA, CAA, CWA, CZMA, FCMA, FDPA, BGEPA, FPPA, WSRA, RHA, WA, NCA, RCRA, and Sikes Act. Contractor shall be Proficient with computer, skills in Microsoft Office software including Word, Excel, PowerPoint and Teams. Must have working knowledge of environmental programs: Hazardous Waste, Hazardous Materials (HAZMAT), Cultural Resources (both Historical and Archeological), Air Program, Conservation (Endangered Species), Forestry, Solid Waste/Recycling, Water Shed Management, Water Quality, Noise Program, Pesticide, Asbestos, PCBs, Real Property, Underground Storage Tanks (USTs) & Above Ground Storage Tanks (ASTs), Environmental Justice, Climate Change and Site Contamination.

**QUALIFICATIONS:** Provide a level of support with an educational/professional background and experience profile consisting of a bachelor's degree in Environmental Science, Environmental Economics, Environmental Policy, Public Policy, Environmental or Civil Engineering, Biology, Chemistry, Physical Science, Urban Planning, Sustainability, Natural Sciences, Archeology, Anthropology, History, or a related field. Proficiency in technical writing and a minimum of five (5) years of experience in NEPA and/or HEPA and/or a combination NEPA/HEPA documentation (i.e. EA and EIS). Minimum of five years of related experience and knowledge of the processes and procedures of the Hawaii State Legislature, Governor's Office and Department of Land and Natural Resources, and Hawaiian cultural norms, values, and history.

### **3.20 Task 20: NEPA Public Affairs Support**

Provide 1 Full-Time Equivalent (FTE) professional for on-site NEPA Public Affairs support to USAG-HI as specified below.

Provide customized media and public relations services such as the development of media messages and strategies; provide recommendations of media sources for placement of campaigns; prepare media materials such as background materials, press releases, speeches and presentations and press kits: execute media programs, schedule broadcast and/or print interviews, media alerts and press clipping services related activities to public relations for on-going NEPA/HEPA actions.

Supporting development and preparation of briefings, written or oral presentations, fact sheets, articles, brochures, conferences, and program management reviews. Providing technical expertise in development of environmental documents to support the Environmental Division.

Experience and knowledge of the processes and procedures of the Hawaii State Legislature, Governor's Office and Department of Land and Natural Resources, and Hawaiian cultural norms, values, and history is preferred.

**QUALIFICATIONS:** 2+ years' experience in Public Relations/Communications. Experience in developing, coordinating, managing, and evaluating outreach and communications strategies, plans, and activities. Experience in managing and facilitating public meetings, interagency meetings, and hearing processes. Bachelor's Degree in Communications, Public Relations, Public Administration, Public Policy, Marketing Business or related field.

#### **4.0 QUALIFICATIONS**

- Task 3.1 requires STI Inspector Certification.
- Task 3.6 requires Erosion and Sediment Control Certification.
- Task 3.11 requires State of Hawaii DOH Asbestos/AHERA Inspector Certification and State of Hawaii DOH Lead Risk Assessor Certification.
- Tasks 3.13 may require Smoke School Certification.
- Task 3.19 requires a bachelor's degree in any of the disciplines listed in paragraph 3.19, and a minimum of 5 years of experience the NEPA and/or HEPA.
- Task 3.19 requires a bachelor's degree in Communications, Public Relations, Public Administration, Public Policy, Marketing Business or related field, and 2+ years' experience in Public Relations/Communications

#### **5.0 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. There is no government furnished materials, property or equipment anticipated for this cooperative agreement.

#### **6.0 FOLLOW-ON WORK**

Follow-on work: The Government intends to consider follow-on work under this agreement based on results of the work performed in the initial/previous period of performance. A maximum of four 12-month follow-on periods with an estimated

maximum cost of \$18,600,000 to \$23,600,000 will be considered for this cooperative agreement. Award will be based upon satisfactory performance, Government needs and funds availability.

The recipient or the Government may prepare a follow-on SOO. If the Government prepares it, a request for proposal with the amount of funding available will be sent to the recipient. If the recipient prepares the SOO, the Government must review and approve it along with the proposal.

## **7.0 PERIOD OF PERFORMANCE**

Base Period (*Mandatory Tasks*) will be for a 12-month period from the start date of 30 September 2024.

Base Period (*Optional Tasks*) will be for a 12-month period and may be exercised any time prior to the end date of the Base Period (Mandatory Tasks).

Follow-on Period 1 (*Mandatory Tasks*) will be for a 12-month period from the start date of 30 September 2025 and shall be exercised prior to the Base Period (Mandatory Tasks) end date of 29 September 2025.

Period 1 (Optional Tasks) will be for a 12-month period and may be exercised any time prior to the end date of Follow-on Period 1 (Mandatory Tasks) if unexercised or prior to expiration of the exercised Base Period (Optional Tasks) period of performance end date(s).

Follow-on Period 2 (*Mandatory Tasks*) will be for a 12-month period from the start date of 30 September 2026 and shall be exercised prior to the Option Period 1 (Mandatory Tasks) end date of 29 September 2026.

Period 2 (*Optional Tasks*) will be for a 12-month period and may be exercised any time prior to the end date of Follow-on Period 2 (Mandatory Tasks) if unexercised or prior to expiration of the exercised Period 1 (Optional Tasks) period of performance end date(s).

Follow-on Period 3 (*Mandatory Tasks*) will be for a 12-month period from the start date of 30 September 2027 and shall be exercised prior to the Option Period 2 (Mandatory Tasks) end date of 29 September 2027.

Option Period 3 (*Optional Tasks*) will be for a 12-month period and may be exercised any time prior to the end date of Follow-on Period 3 (Mandatory Tasks) if unexercised or prior to expiration of the exercised Period 2 (Optional Tasks) period of performance end date(s).

Follow-on Period 4 (*Mandatory Tasks*) will be for a 12-month period from the start date of 30 September 2028 and shall be exercised prior to the Option Period 3 (Mandatory Tasks) end date of 29 September 2028.

Period 4 (*Optional Tasks*) will be for a 12-month period and may be exercised any time prior to the end date of Follow-on Period 4 (Mandatory Tasks) if unexercised or prior to expiration of the exercised Period 3 (Optional Tasks) period of performance end date(s).

## **8.0 COORDINATION**

Greg Bonnell  
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808-864-1013

## **9.0 DELIVERABLES**

Progress Reports - One (1) typed letter report describing progress on the project. The report is due on the last day of the third month (quarterly). Transmit via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Submit invoices for partial payment 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.

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-HI.

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-HI.



Annual Report (if the project is longer than one year). Submit one paper copy of an annual report no later than one month before end of each year. At a minimum, include an introduction section, and one section for each Task identified in your proposal. Summarize the work accomplished for each Task. The installation POC will review and provide comments, if any, within 15 calendar days after receipt.

Draft Final Project Report. One paper copy of a draft final report should be submitted no later than one month before end of the project. Include an introduction section, and one section for each Task identified in your proposal. Summarize the work accomplished for each Task. The installation POC will review and provide comments, if any, within 15 calendar days after receipt.

Final Project Report. Submit one paper copy of the final report, incorporating Installation POC review comments on the draft, if any, no later than 15 days after receipt of the Installation POC comments. Additionally, submit one copy of the final report in an MS Word file(s) on digital media.

A summary of task specific deliverables is included in Attachment 1 below.

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

**11.0** Any resulting cooperative agreement will be subject to 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data.

## **12.0 POST AWARD REQUIREMENTS and DOCUMENTS**

Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil). Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

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

Payment Requests **must** be submitted on form SF270 Request for Advance or

Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected.**

SF270 Request for Advance or Reimbursement

Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

**CLIN 0001 / Base  
22SEP23 – 21SEP24  
\$100,000.00**

Funding must be separated as specified on the Award document. Sub-CLINs that specify "*for funding only*" (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil), however, **must be submitted in pdf format otherwise will be rejected.**

SF-PPR Standard Form-Performance Progress Report : The Recipient shall tailor the SF-PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

**If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.**

A tailored SF-PPR form may be requested at: [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil).

The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

Final SF270

SF-PPR  
Final SF425  
DD882  
SF428 plus attachment B (C&S if applicable)  
SF298  
Final Report

Forms may be requested from the district office at [swf-cesu-invoice@usace.army.mil](mailto:swf-cesu-invoice@usace.army.mil) or found at: <https://www.grants.gov/forms>.

## ATTACHMENT 1

Deliverables	Frequency	Submit to:
<b>3.1 Task 1: Aboveground and Underground Storage Tanks Evaluation</b>		
Inspection results of ASTs, oil filled electrical equipment, and USTs documented and filed in accordance with program management procedures. Communicate findings of non-compliance, recommended corrective actions to deficiencies, and reference to method used to initiate correction to the DPW Environmental Division Program Manager.	File documents within 14 calendar days of inspection.  As necessary.	USAG-HI: POC USACE: POC
Annual SPCC Review providing any recommended improvements or changes related to the tank management related portions of the plan, and updated facility diagrams.	Annually.	
Notify the Program Manager by email when each REC/PES review is complete, provide recommendations, and provide the NEPA program with a written detailed description of issues/recommendations concerning the project proposal.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.2 Task 2: SPCC and Environmental Outreach</b>		
Progress Report summarizing activities performed in support of the SPCC program and environmental outreach objectives. and environmental outreach objectives.	Monthly.	USAG-HI: POC USACE: POC
Update/review the SPCC plans	As necessary.	
Notify the Program Manager by email when each REC/PES review is complete, provide recommendations, and provide the NEPA program with a written detailed description of issues/recommendations concerning the project proposal.	As necessary.	
Report the number of projects reviewed over the past quarter listed under Project Review.	Quarterly.	
EQCC Meeting Minutes.	As necessary.	
<b>3.3 Task 3: Environmental Data and Information Management</b>		

Uniform Hazardous Waste Manifest Reconciliation.	Monthly.	USAG-HI: POC USACE: POC
Hazardous Waste Profile Review.	As necessary.	
Waste Disposal Report. Summary of all waste disposed through the USAG-HI Transfer and Accumulation Points.	Annually.	
EPCRA Tier II Report.	Annually.	
EPCRA TRI Report.	Annually.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.4 Task 4: Environmental Compliance Evaluation</b>		
ECI Reports with corrective action recommendations.	Quarterly.	USAG-HI: POC USACE: POC
ECI status summary reports at designated meetings (i.e. EQCC).	As necessary.	
Inspections results of industrial shops/activities entered into ECI database.	Quarterly.	
Inspections of industrial shops/activities.	As required by USAG-HI policy.	
Technical review of unit/activity HM AULs.	As necessary.	
Inspections of all deploying and redeploying units/activities.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.5 Task 5: Clean Water Act and Wastewater Support</b>		
Site inspection reports and database updates for construction site compliance.	Monthly.	USAG-HI: POC USACE: POC
Review and approval SWPPPs and other erosion control plans for construction projects	As necessary.	
SWMP report update for construction site compliance results.	Annually.	
SWMP report update of potential LID projects, inspection results, spill data, inspected/maintained areas and frequencies, inspected/maintained areas and frequencies, any task completed by the illicit discharge survey team.	Annually.	
Wastewater spill reports.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.6 Task 6: Additional Wastewater Program Support (OPTIONAL)</b>		

<b>3.7 Task 7: Clean Water Act Public Outreach and CWA/WW Support</b>		
Illicit discharge surveys and reports.	As necessary.	USAG- HI: POC USACE: POC
Public education training and information.	As necessary.	
SWMP report update of all public education, outreach, participation activities and analysis of their effectiveness.	Annually.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.8 Task 8: Water Quality Sampling (OPTIONAL)</b>		
<b>3.9 Task 9: Illicit Discharge Survey</b>		
Illicit discharge surveys and reports.	As necessary.	USAG- HI: POC USACE: POC
<b>3.10 Task 10: Wastewater Program Support (OPTIONAL)</b>		
<b>3.11 Task 11: TSCA Environmental Compliance and Pollution Prevention</b>		
Lead and Asbestos Survey Reports.	As necessary and required within 30 days of the time the survey is requested. Final reports are required within 10 days of the Governments acceptance of the draft.	USAG- HI: POC USACE: POC
Reports, charts, presentations, or briefings concerning asbestos and lead inspections, transformer inventories and replacements, or other issues related to high profile/critical projects.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables	Monthly.	
<b>3.12 Task 12: Polychlorinated Biphenyl (PCB) Management (OPTIONAL)</b>		
<b>3.13 Task 13: Clean Air Act and Safe Drinking Water Act Support</b>		
Covered Source and Non-covered Source Air Permit Reports in the format required by DOH for submission to DOH.	Semi-annually.	USAG- HI: POC

Data Collection and Calculations for Greenhouse Gas report.	Annually.	USACE: POC
Bacteriological Report for USAG-HI Water Systems for submission to DOH.	Monthly.	
Track UIC well flow data, inspection reports and other information. Assist with annual performance testing coordination.	As necessary.	
Maximum Residual Disinfectant Level Report for USAG-HI Water System for submission to DOH.	Quarterly.	
CCR for USAG-HI Water Systems for submission to DOH.	Annually.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.14 Task 14: Field Support for the Recycling Program (Oahu)</b>		
Solid Waste Diversion Report in the format required by DOH for submission to DOH.	Annually.	USAG- HI: POC USACE: POC
Provide data for SWARWeb report.	Quarterly.	
QRP SOP.	Annually.	
QRP Business Plan.	Annually.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.15 Task 15: Field Support for Recycling (PTA, Hawaii Island)</b>		
Provide data for SWARWeb Report/annual reports.	Quarterly.	USAG- HI: POC USACE: POC
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.16 Task 16: TSCA Inspection Support for Annual Work Plan Projects</b>		
Lead and Asbestos Survey Reports.	As necessary and required.	USAG- HI: POC USACE: POC
REC Comments.	As necessary and within five working days from Government request. Initiate REC status checks within two working days from request.	

Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.17 Task 17: PCB Investigation/Sampling/Inspection (OPTIONAL)</b>		
<b>3.18 Task 18: Environmental Compliance Evaluations and Training Project Lead</b>		
Hazardous Waste Profile Sheets.	As necessary.	USAG-HI: POC USACE: POC
Training Presentations and Resources.	As necessary.	
HMMP Plan.	NLT 270 days after award.	
USAG-HI 200-4 Review and Update.	Annually.	
EQCC Slides update to include ECI results, analysis, and recommended corrective actions.	Quarterly.	
SAAR Forms to Help Desk.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.19 Task 19: NEPA &amp; HEPA Support</b>		
Develop Environmental Impact Statements (EISs) / Environmental Assessments (EAs), Programmatic EAs, Records of Environmental Consideration (RECs), and supporting plans/studies	As necessary.	USAG-HI: NEPA POC USACE: POC
Staffing of REC forms for review and approval	As necessary.	
Review Draft and Final EISs, EAs, and Environmental reports and studies.	As necessary.	
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	
<b>3.20 Task 20: NEPA Public Affairs Support</b>		
Progress report summarizing activities performed in support of the assigned task and status of deliverables.	Monthly.	USAG-HI: NEPA POC USACE: POC