

Statement of Objectives

Conservation/Recreation Interns to Provide Public Safety

For

National Operations Center for Water Safety

Master Cooperative Agreement No.: W9126G-16-2-0004
between USACE and the **Student Conservation Association, Inc.**

Work Order RFP No. **W9126G-16-2-RFP-0868**

1.0 PURPOSE

1.1 The U.S. Army Corps of Engineers (USACE) is the leading federal provider of outdoor recreation and attracts over 335 million visitors annually to our lake and river projects in 43 states. Visitor safety at our projects is a primary concern. The purpose of providing students at each USACE facility is for public safety students and USACE Park Rangers to coordinate on water safety initiatives and programming intended for the general public, with the intent of encouraging the visiting public to enjoy safe recreational opportunities. This Work Order is in accordance with 2.2.5.3 Conservation/Recreation Interns.

1.2 Participating Lakes and Period of Performance

Project Where Intern Will Work	Period of Performance
1) Raystown Lake, Baltimore District	16 weeks
2) Coralville Lake, Rock Island District	16 weeks
3) Illinois Waterway-Peoria, Rock Island District	16 weeks
4) Carlyle Lake, St. Louis District	16 weeks
5) Wright Patman Lake, Fort Worth District	16 weeks
6) Lake O the Pines, Fort Worth District	16 weeks
7) Norfolk/Bull Shoals Lake, Little Rock District	16 weeks
8) Barren River Lake, Louisville District	16 weeks
9) Dale Hollow Lake, Nashville District	16 weeks
10) Tuttle/Milford Lake, Kansas City District	16 weeks
11) Lost Creek Lake, Portland District	16 weeks
12) J. Strom Thurmond Lake, Savannah District	16 weeks
13) John H. Kerr Lake, Wilmington District	16 weeks
14) Allatoona Lake, Mobile District	16 weeks
15) Conchas Lake, Albuquerque District	16 weeks

2.0 AUTHORITY

2.1 In agreement with the above stated goals, the recipient/cooperator agrees to provide the necessary personnel, equipment, and materials required to implement, in part, the USACE's responsibilities pursuant to Section 213(a) of the Water Resources Development Act of 2000, further amended by Section 1047(e) and locate at 33 U.S.C. 2339 (a).

3.0 DESCRIPTION OF OBJECTIVES

3.1 **Task Educational Outreach**

Provide fifteen (15) educational outreach and interpretive students to be assigned the responsibility of promoting water and recreational safety at identified locations. This responsibility includes all aspects of recreational safety, including but not limited to water-based recreation such as swimming and boating; bicycling, hiking, camping, fishing, and hunting. The primary focus is on water and boating safety for all ages with an emphasis on 20-60 year old males. Each student's assignment may vary slightly depending on geographic assignment, including interacting with and educating visitors through face-to-face contact at park facilities, reporting as required by the USACE staff, developing outreach mechanisms, especially for the 20-60 year old male target audience, updating bulletin boards, maintaining life jacket stations, organizing safety-related events, conducting interpretive programs and roving interpretation, writing news releases, conducting media interviews to promote the USACE safety campaigns, developing public service announcements. Students may also be used for search and rescue efforts and as a second safety person for boat patrols made by USACE Park Rangers.

3.2 **Task 2: Water Safety Awareness**

SCA Students are tasked with increasing safety awareness through communication and leading by example any time they are near the water or participating in water-related activities. Students may also be requested to provide information on improving programs with USACE staff members, including but not limited to ideas and suggestions gathered during contact with park visitors. SCA students are also tasked with making continual efforts to keep USACE parks friendly places for outdoor recreation and socialization, and assisting park rangers and other USACE employees by performing routine tasks pertinent to the project's natural resources/recreation management and public safety program.

3.3 SCA is required to provide all lodging arrangements, recruiting, and mileage/transportation. In addition SCA is required to arrange travel to and from work locations for each student. USACE would prefer that SCA recruit from the local area if all possible. Commuting travel to and from work location office will be reimbursed over 10 miles from the office.

3.4 SCA will provide short term uniforms for each student.

3.5 This work order is not to exceed \$157,000

4.0 QUALIFICATIONS

4.1 Minimum Qualifications:

- a. Desire to meet and interact with persons from varied ages and backgrounds.
- b. Desire to promote all aspects of recreation safety, including boating and water safety
- c. Must wear required uniform while on duty.
- d. Must possess and maintain valid driver's license
- e. Familiar with and can use computer programs such as Microsoft Word, Excel and Powerpoint
- f. Possess good verbal and written communications skills.
- g. Physical ability to navigate campground loops, swim areas and visit campsites, lift 20 lbs and carry a 20 lb. object 25 feet (position may require extended periods in the outdoors during adverse conditions such as heat, cold or rain.)

4.2 Desired Experience (Not Mandatory)

- a. First Aid, CPR, AED training
- b. Knowledge and experience in interpretive programming
- c. NASBLA approved boater education course certification or equivalent
- d. Customer service or work with public, especially children and young adults.
- e. Previous Park or outdoor recreation experience as employee or volunteer.
- f. Familiarity with boat and water safety and use of water rescue equipment
- g. Ability to swim
- h. Fluent in the Spanish language and experience in or working with Hispanic cultures.
- i. Basic knowledge of boat maintenance, use, and care of outboard engines

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

5.1 Physical Data:

During the period of performance, all Government furnished office space, telephone, drafting, printing, photocopying and photography equipment will be supplied by each installation and will remain the property of the Government. Army transportation, including fuel, will be provided in performing management activities and fieldwork on the installation, at no cost.

Government furnished materials or property is governed by 2 C.F.R. Part 200.312 which states that a) Title to federally owned property remains vested in the Federal Government. The non-federal entity must submit annually an inventory listing of federally-owned property in its custody to the Federal awarding agency. Upon completion of the Federal

award or when the property is no longer needed, the non-Federal entity must return the property to the Federal awarding agency for further Federal agency utilization.

5.2 Facility: Work space may be provided by the Government at each location as requested.

5.3 Equipment:

Government will provide vehicle for on-site transportation providing student has completed defensive driving training that will be provided by the Government. The vehicle will be checked out at the start of the work day and will be returned to the Government facility at the end of the work day, in accordance with the facility's procedures.

Government will furnish all necessary tools, equipment and safety equipment for this work statement.

Government if available can allow the use of government property for this work order.

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6.0 PERIOD OF PERFORMANCE

6.1 16 weeks

7.0 COORDINATION

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8.0 DELIVERABLES

8.1 Progress Reports- One (1) typed letter report describing progress on the project. The report is due at the halfway point of the student's period of performance and may be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

8.1 Progress Reports - One (1) typed letter report describing progress on the project. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

8.2 Annual Inventory – Federally owned property - an annual inventory listing Federal property (to include description of the property, a serial number or other identification

number) that is in the custody of the recipient; Copies to be sent to USACE – SWF and the project.

8.3 SCA is required to submit a “Federal Financial Report” (SF-425) on an annual basis. Reports are due no later than 90 calendar days following the end of each reporting period. A final SF-425 shall be submitted within 90 calendar days after the expiration date of the award.

8.4 Annual Report (if the project is longer than one year). One (1) paper copy of a annual report should be submitted no later than one month before end of each year. At a minimum, the report must contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report must summarize work accomplished for the Task. National Operations Center for Water Safety POC Pam Doty will review and provide comments, if any, within fifteen (15) calendar days after receipt. (this sounds like technical language- does this need to be in here exactly as written? Jbl)

8.5 Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report is required to contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report is required to summarize work accomplished for the Task. Pam Doty, (POC) will review and provide comments, if any, within fifteen (15) calendar days after receipt.

8.6 Final Project Report. One (1) paper copy of the final report, incorporating Pam Doty’s (POC) review comments on the draft, if any, should be submitted no later than fifteen (15) days after receipt of Pam Doty’s comments. Additionally, one (1) copy of the final report should be submitted in a MSWord file(s), on digital media.

8.7 Detailed descriptions of any required deliverables required (reports, plans, etc.) and formats. Provide delivery schedules, etc.

8.7. Reporting Requirements. The following forms shall be utilized to meet reporting requirements:

- SF-428 Tangible Personal Property Report
- SF-428 A – Annual Report (reporting Federally-owned property)
- SF-428 B – Final Report
- SF-428 C – Disposition Request
- RPSR – Real Property Status Report
- RPSP Attachment A – General Reporting
- RPSR Attachment B – Request to Acquire, Improve or Furnish
- RPSR Attachment C – Disposition Request

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