

**Statement of Objectives  
For**

**Conservation/Recreation Interns to Provide GIS, Outreach and Trail Maintenance**

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

Work Order RFP No. xxxxxx

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. The Willamette Valley Project is a major water resource project responsible for operating 13 dams, and managing natural resources and recreation on nearly 30,000 acres in the lakes and surrounding lands. The purpose of providing interns at the USACE Project is to perform GIS mapping and data analysis support for Environmental Stewardship and Recreation programs, conduct environmental education and outreach, and direct volunteer crews performing trail maintenance. This Work Order is in accordance with 2.2.5.3 Conservation/Recreation Interns.

1.2 Participating Lakes and Period of Performance  
Two Interns will be working at the Willamette Valley Project, one at Fern Ridge Reservoir and the other at Cottage Grove Reservoir. The period of performance will be 52 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 located at 33 U.S.C. 2339 (a).

3.0 DESCRIPTION OF OBJECTIVES

3.1 Task 1: GIS Support  
GIS tasks include performing data acquisition, data management, natural resource GIS mapping, and field GPS data collection. Data analysis for projects are related to threatened and endangered plants and wildlife, invasive plants, habitat restoration, easements and land ownership, hydrology, boundary and encroachment. Additional tasks include field support of other natural resource programs: botany, wildlife biology, and cultural resources monitoring, boundary surveys and park operations.

### 3.2 Task 2: Outreach and Environmental Educations

Outreach tasks include updating brochures, presentations and the recreation website, writing text for articles and designing interpretive panels focused on wildlife, natural resources, habitat restoration, fish passage, flood risk management and hydropower. Planning and developing materials for youth environmental education, and assisting with dam tours, water safety programs, Junior Ranger programs, and outreach events in the local community.

### 3.3 Task 3: Trail Maintenance

Trail tasks include collecting GPS data on existing multi-use trail system and associated recreational assets, creating trail maps and list of needed trail repairs, performing routine trail clearing, organizing and directing volunteer crews for trail construction and maintenance. Additional Outreach/Trail intern tasks include field support of other natural resource programs: recreation, botany, and wildlife biology and park operations.

### 3.4 Travel and Housing

SCA will provide lodging arrangements, and USACE will coordinate with SCA since Government furnished on-site lodging is not available. SCA will provide transportation support including round-trip transportation to safely transport participants to USACE sites at the beginning and end of their assignments; commuting allowance since distance from housing to duty station is more than 10 miles each way; and weekly subsistence for the participants during their tour of duty.

### 3.5 Training

USACE will provide training on GIS data collection and use of related software and equipment, defensive driving, and First Aid, CPR, and AED training, if interns do not already possess certification.

### 3.6 Uniforms

SCA will provide uniform shirts for each participant, along with SCA patches, nametags or other appropriate identification.

### 3.7 Funding

This work order is not to exceed \$80,000

## 4.0 QUALIFICATIONS

### 4.1 Minimum Qualifications GIS Intern:

- a. Working knowledge of Geographic Information System (GIS) practice and principals in a planning or natural resource management context.
- b. Familiar with Global Positioning System (GPS) units.
- c. Familiar with software products such as word processing, spreadsheet, presentation, relational databases and geospatial mapping.
- d. Must possess and maintain valid driver's license
- e. Possess good verbal and written communications skills.

- f. Physical ability to navigate developed and dispersed recreational sites and other natural areas, lift and carry a 20 lb. object (position may require extended periods in the outdoors during adverse conditions such as heat, cold or rain.)
  - g. Ability to work as part of a team and take direction from USACE staff.
- 4.2 Desired Experience (Not Mandatory) GIS Intern:
- a. Coursework, class exercises or degree in GIS, especially in natural resources context.
  - b. Previous paid or volunteer experience in collecting GIS or GPS data.
  - c. Previous natural/environmental sciences or outdoor recreation experience as employee or volunteer.
- 4.3 Minimum Qualifications Outreach/Trail Intern:
- a. Knowledge and experience in interpretive programming
  - b. Working knowledge of trail design, construction and maintenance
  - c. Familiar with software products such as word processing, spreadsheet, and presentation and design.
  - d. Must possess and maintain valid driver's license.
  - e. Possess good verbal and written communications skills.
  - f. Must wear required attire by SCA while on duty.
  - g. Physical ability to navigate developed and dispersed recreational sites and other natural areas, lift and carry a 50 lb. object (position may require extended periods in the outdoors during adverse conditions such as heat, cold or rain.)
  - h. Ability to work as part of a team and take direction from USACE staff.
- 4.4 Desired Experience (Not Mandatory) Outreach/Trail Intern:
- a. Coursework, class exercises or degree in resource management or communications, especially in natural resources context.
  - b. Customer service or work with public, especially children and young adults.
  - c. Chainsaw operation
  - d. Landscaping/yard work experience
  - e. Basic hand tool skills.
  - f. First Aid, CPR, AED training
  - g. Previous natural/environmental sciences, environmental education/outreach, or outdoor recreation experience as employee or volunteer.

## 5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

### 5.1 Facility and Office Equipment

During the period of performance, all Government furnished office space, telephone, internet, drafting, printing, photocopying and photography equipment will be supplied by each Project and will remain the property of the Government. When a vehicle is required to perform official work duties, 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 52 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 shall be due as of the last day of the sixth month (biannual) 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.

8.2 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 an 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.

8.5 Final Project Report. One (1) paper copy of a 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. Additionally, one (1) copy of the final report should be submitted in an MS Word file(s), on digital media.

8.6 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
- RPSR 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.