

**Statement of Objectives
For**

Conservation/Recreation Interns to Provide GIS, and Boundary Maintenance

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

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 at 403 water resources development projects operated in 43 states. Visitor safety as well as stewardship of the natural resources are several of the primary missions in the management of these projects. The purpose of this work order is to place student interns at each of the lake projects listed below to assist park rangers with water safety outreach and visitor related duties, as well as, placing several students within the Huntington District Office to conduct natural resources inventories.

1.2 Participating Locations and Periods of Performance:

One student intern each will be placed at Alum Creek Lake, Delaware Lake, Dillon Lake, Paint Creek Lake, Burnsville Lake, Summersville Lake, R.D. Bailey Lake, Bluestone Lake and two students at Sutton Lake and Deer Creek Lake, for a total of twelve. These twelve interns will work for 16 weeks or less, beginning approximately 15 May 2017 and ending approximately September 22, 2017. Also, two additional student interns will be placed at the Huntington District Office and will work for six months/26 weeks, starting approximately 15 May 2017 and ending approximately November 15, 2017.

2.0 AUTHORITY

2.1 In agreement with the above stated purpose, 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. Each of the twelve student interns working at the lake projects are to provide interpretative assistance in the implementation of the Corps' Water Safety Program by presenting water safety programs at schools, parks, and special events, provide guided dam tours, and accompany rangers during vehicle and boat patrols. Other duties may include updating bulletin boards, working on interpretive displays, stocking and distributing informative material in information centers, staffing information centers in times of high visitation, providing

interpretive talks, and updating the public on lake and weather conditions via recorded daily voice messages. Light maintenance tasks may be required to make repairs in recreation area. The interns may also assist with setting up and staffing water safety booths at county/state fairs by providing water safety information to the public, while representing the U.S. Army Corps of Engineers. Daily tasks will include interacting with visitors, interpretation, and telling the Corps story.

3.2 Task 2. Each of the two student interns working at the Huntington District Office will conduct Level-1 Natural Resources Inventories (NRIs). NRIs are conducted to provide baseline information for Master Plan purposes. Work entails the collection of data to determine the general site composition for the following: 1) vegetative cover, 2) wetlands, 3) soils, and 4) special status species. Data collection is accomplished using available on-line sources. Interns will work to complete level-1 NRIs for various Corps Projects in the Huntington District. Duties will include the on-line collection of Geographic Information System (GIS) data and the subsequent formatting of the collected information into a report (to include brief narratives, charts, tables, and exhibits). Information documented in the report will be used by Corps Lake Staff for upward reporting in the Operations and Maintenance Business Information Link (OMBIL) and for determining resource management and development needs.

3.3 Training/Supervision:

The supervisor at each lake project will provide close daily monitoring during work performance and job training for the twelve student interns.

The two District Office student interns will receive initial NRI guidance/direction from Corps personnel. Additionally, the Corps will provide a template/example of finished NRI work product (to be used as a guide) and will support interns on a continued basis in the collection and formatting of data. Interns will have daily access to Corps personnel who can advise and guide interns in GIS, data collection/formatting, and report preparation.

3.4 Housing:

Lake Project Interns will provide their own housing with reimbursed amounts specified below.

Alum Creek Lake Intern \$600 per month for housing.

Deer Creek Lake Interns (two) \$400 per month for housing.

Delaware Lake Intern \$600 per month for housing.

Dillion Lake Intern \$600 per month for housing.

Paint Creek Lake Intern \$600 per month will be paid directly to landlord.

Burnsville Lake Intern \$400 per month for housing.

Sutton Lake Interns (two) \$400 per month for housing.

Summersville Lake Intern \$400 per month for housing.

Bluestone Lake Intern \$400 per month for housing.

Exception:

R.D. Bailey Lake Intern will be provided government housing.

District Office Interns must provide their own housing, no reimbursements.

3.5 Travel:

Alum Creek Lake Intern will be reimbursed \$75 per week for commuting travel.
Deer Creek Lake Interns (two) will each be reimbursed \$75 per week for commuting travel.
Delaware Lake Intern will be reimbursed \$75 per week for commuting travel.
Dillion Lake Intern will be reimbursed \$75 per week for commuting travel.
Paint Creek Lake Intern will be reimbursed \$75 per week for commuting travel. Also \$1,200 round trip to and from work site.
Burnsville Lake Intern will be reimbursed \$100 per week for commuting travel.
Sutton Lake Interns (two) will be reimbursed \$100 per week for commuting travel.
Summersville Lake Intern will be reimbursed \$100 per week for commuting travel.
Bluestone Lake Intern will be reimbursed \$100 per week for commuting travel.
R.D. Bailey Lake Intern will be reimbursed \$100 per week for commuting travel.
District Office Interns will be reimbursed \$100 per week for commuting and parking.

3.6 Living Allowance:

Alum Creek Lake Intern will be reimbursed \$100 per week living allowance.
Deer Creek Lake Interns (two) will each be reimbursed \$100 per week living allowance.
Delaware Lake Intern will be reimbursed \$100 per week living allowance.
Dillion Lake Intern will be reimbursed \$100 per week living allowance.
Paint Creek Lake Intern will be reimbursed \$100 per week living allowance.
Burnsville Lake Intern will be reimbursed \$100 per week for living allowance.
Sutton Lake Interns (two) will be reimbursed \$100 per week for living allowance.
Summersville Lake Intern will be reimbursed \$100 per week for living allowance.
Bluestone Lake Intern will be reimbursed \$100 per week for living allowance.
R.D. Bailey Lake Intern will be reimbursed \$200 per week for living allowance.
District Office Interns will be reimbursed \$200 per week for living allowance.

3.7 Recruitment:

Alum Creek Lake Intern will be recruited locally.
Deer Creek Lake Interns (two) will be recruited locally.
Dillion Lake Intern will be recruited locally.
Delaware Lake will be recruited locally.
Paint Creek Lake will use SCA recruitment.
Burnsville Lake Intern will be recruited locally.
Sutton Lake Interns (two) will be recruited locally.
Summersville Lake Intern will be recruited locally.
Bluestone Lake Intern will be recruited locally.
R.D. Bailey Lake Intern will be recruited locally.
District Office Interns will use both SCA and local recruitment.

3.8 Uniforms

SCA will provide appropriate items for each student at all the lake project locations.

3.9 Funding

This work order is not to exceed \$141,900.00

4.0 QUALIFICATIONS:

4.1 Minimum Qualifications:

(Lake Project Interns)

- a. Must be 18 years of age.
- b. Must possess and maintain a valid state driver's license.
- c. Must have a High School Diploma or equivalent.
- d. Must have the ability to effectively speak, read, and write in English.
- e. Must have the ability to work outdoors and lift up to 40 pounds.
- f. Must wear SCA provided attire while on duty.

(District Office Interns)

- a. Must be 18 years of age.
- b. Must have a High School Diploma or equivalent.
- c. Must have ability to effectively communicate verbally and in writing.
- d. Must have a knowledge of ArcGIS since the selected applicant(s) will be working with geodatabases, raster images, overlays, shape files, etc. The applicant should have the necessary skills to acquire, analyze and compile geospatial data for use in standard map products; and the ability to design informative and accessible maps for publication within documents.

4.2 Desired Experience for District Office Intern(s) (Not Mandatory)

- a. An educational background in Geography, Natural Science (i.e., biology, ecology, geology, forestry), or other related fields.

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 field work 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 vehicles 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.

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 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.

6.0 PERIOD OF PERFORMANCE

6.1 Twelve Interns at the various Lake Projects will work 16 weeks or less.

6.2 Two Interns at the Huntington District Office will work up to 6 months/26 weeks.

7.0 COORDINATION

Huntington District POC – Until April 29, 2017 (Retirement)

John (Jack) Nichol

USACE Huntington District, CELRH-OR-TR

502 Eighth Street

Huntington, WV 25701

Tel: 304-399-6989

Huntington District POC – After April 29, 2017

Kevin R. Brown

USACE Huntington District, CELRH-OR-TR

502 Eighth Street

Huntington, WV 25701

Tel: 304-399-5292

Lake Project POC's:

Bonnie Maki

USACE Huntington District, Deer Creek Lake

21897 Deer Creek Road

Mt. Sterling, OH 43143
Tel: 740-869-2243 Email: Bonnie.J.Maki@usace.army.mil

Sylvia Chelf or William Spring
USACE Huntington District, Alum Creek Lake
5905 Lewis Center Road
Lewis Center, OH 43035
Tel: 740-548-6151 Emails: Sylvia.J.Chelf@usace.army.mil William.J.Spring@usace.army.mil

Ben O'Dell or Greg Feustel
USACE Huntington District, Delaware Lake
3920 U.S. Route 23 North
Delaware, OH 43015
Tel: 740-363-4011 Emails: Benjamin.H.Odell@usace.army.mil
Gregory.T.Feustel@usace.army.mil

Will Rutter or Robert Cifranic
USACE Huntington District, Dillon Lake
4969 Dillon Dam Road
Zanesville, OH 43701
Tel: 740-454-2225 Email: Will.T.Rutter@usace.army.mil Robert.W.Cifranic@usace.army.mil

Todd Milnes or Ashley Kiley
USACE Huntington District, Paint Creek Lake
504 Reservoir Road
Bainbridge, OH 45612
Tel: 937-365-1470 Email: Todd.J.Milnes@usace.army.mil Ashley.L.Kiley@usace.army.mil

Richard Pingley or Ryan Davis
USACE Huntington District, Burnsville Lake
2550 South Main Street
Burnsville, WV 26335
Tel: 304-853-2371 Emails: Richard.K.Pingley@usace.army.mil
Ryan.S.Davis@usace.army.mil

Keith Anne Nuckles or Tanner Peacock-Clark
USACE Huntington District, Sutton Lake
P.O. Box 426
Sutton, WV 26601
Tel: 304-765-2816 Emails: Keith.A.Nuckles@usace.army.mil
Tanner.Peacock-Clark@usace.army.mil

Toby Wood or Brandy Acord
USACE Huntington District, Summersville Lake
2981 Summersville Lake Road
Summersville, WV 26651

Tel: 304-872-3412 Emails: Toby.J.Wood@usace.army.mil Brandy.L.Acord@usace.army.mil

Kathleen Smith or Brian Morgan
USACE Huntington District, R.D. Bailey Lake
P.O. Drawer 70
Justice, WV 24851
Tel: 304-664-3220 Emails: Kathleen.M.Smith@usace.army.mil
Brain.C.Morgan@usace.army.mil

Travis Daughtery or Dean Bonifacio
USACE Huntington District, Bluestone Lake
701 Miller Avenue
Hinton, WV 25951
Tel: 304-466-1234 Emails: Travis.R.Daughter@usace.army.mil
Lloyd.D.Bonifacio@usace.army.mil

POC for District Office Student Interns:

Dan Bock
USACE Huntington District Office, CELRH-OR-TR
502 Eighth Street
Huntington, WV 25701
Tel: 304-399-5732 Email: Daniel.P.Bock@usace.army.mil

Add SWF Contacts...

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.

8.2 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 the custody of the recipient; Copies to be sent to USACE – SWF and the project(s).

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 (not applicable since this work order project is less than one year).

8.5 Final Project Report. One (1) paper copy of a final report should be submitted no later than one month before the end of each year. At a minimum, the report must contain an introduction section, and one section for each Task identified in the description of objectives. 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 (not applicable, see above)
- 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 Finish
- 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.