

SCOPE OF WORK
TERRESTRIAL FLORA PROGRAM SUPPORT
NAVAL BASE VENTURA COUNTY, SAN NICOLAS ISLAND, CA
NOVEMBER 2018

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A. INTRODUCTION

The Naval Base Ventura County (NBVC) San Nicolas (SNI) Integrated Natural Resources Management Plan (INRMP) addresses terrestrial and adjacent waters of the nearshore environment with which the Navy interfaces. Submerged lands and resources, including Begg Rock, within the 300-foot (91-m) isobaths or 1.0 nautical mile distance from shore, whichever is greater, are considered under this INRMP. In 2014, the INRMP was updated to incorporate data and changes in resources, U. S. Department of Defense and Navy INRMP guidelines, and resource goals and objectives. In addition, the SNI INRMP incorporated changes in federal regulations and associated habitat conservation provisions, such as the de-listing of the island night lizard (*Xantusia riversiana*) under the Endangered Species Act, the establishment of the Southern Sea Otter Military Readiness Areas (National Defense Authorization Act for Fiscal Year 2016 Sec. 312 § 7235) and cataloging of special status species.

B. PURPOSE

The Cooperative Agreement meets the requirements of the Sikes Act through implementation of the INRMP. This Cooperative Agreement supports the following INRMP objectives:

- **Special Status Species:** Minimize the potential for adverse effects on special status species and their associated ecosystems while protecting the operational functionality of the installation mission by using an ecosystem-based management approach.
- **Data Integration, Access, and Reporting:** Ensure the technically sound, practical and appropriate use of library and computer technology to organize, analyze, and communicate natural resource information in support of management decisions.

C. LOCATION

NBVC SNI is located within Ventura County.

D. DESIGNATED REPRESENTATIVES

1. The Cooperative Agreement Administrator (CAA) is Mr. Reagan Pablo, Contract Specialist, Naval Facilities Engineering Command, Southwest (NAVFAC SW), 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-4150, and email reagan.s.pablo@navy.mil.

2. The Cooperative Agreement Technical Representative (CATR) is TBD

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

3. The NBVC Installation Representative is William Hoyer, Natural Resources Program Manager, Phone: (805)989-3444 and email: william.hoyer@navy.mil.

The NBVC Representatives are responsible for providing the CAA, via the CATR, the technical requirements for this Cooperative Agreement's scope of work specifications. The NBVC Representative have no authority to make any changes to the Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement. The NBVC Representative have no authority to direct or change any work identified in this Cooperative Agreement.

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

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

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

E. PERIOD OF PERFORMANCE

The proposed period of performance for the Cooperative Agreement consists of a 18-month base period and two option items. Each option item has a period of performance of 12 months. The end date is the anticipated date that the final report is accepted by the Government. However, the parties may extend the term of the Cooperative Agreement by written modification. Total duration of this agreement, including any option periods shall not exceed 60 months. The exercise of any option item is subject to the availability of funds. A fifteen (15) day period, starting on date of award, will be used for the Recipient to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates, Accident Prevention Plans/Site Health and Safety Plans (as applicable), etc. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

F. MATERIAL AVAILABLE FOR REVIEW

Recipient and/or his/her representative(s) will have access to the following materials through the CATR or NBVC Representative. The Recipient shall pay for or replace any items borrowed that are damaged, stolen or lost.

- a. GIS files

G. GENERAL REQUIREMENTS

1. The Recipient shall provide all labor, management, supervision, tools, materials, equipment, transportation, meals, and lodging for him/herself and his/her personnel. All Recipient equipment is subject to inspection and approval by the NBVC Representative.

2. The Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Agreement. Equipment is defined as "tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year." Supplies are defined as "All personal property excluding equipment, intangible property, and debt instruments, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements." (**DoD Grant and Agreement Regulations, DoD 3210.6-R#**)

3. The Recipient shall visit the study/project area as often as necessary and within the time limits stated below to accomplish the purposes of the Agreement as detailed further in this Scope of Work. It is the Recipient's responsibility to obtain security and entrance clearances and camera passes for himself/herself and his/her personnel onto the Installation. The Recipient must comply with all security rules, regulations, requirements, and day-to-day operational changes thereto. Unannounced changes to day-to-day operational procedures may, at times, prohibit the Recipient access to study/project sites. While on the installation, the Recipient shall abide by all applicable rules and regulations issued by the Commanding Officer. The Recipient may be subject to inspections for contraband while on Government property.

4. The Recipient shall manage the total work effort and assure fully adequate and timely completion of services required under this Agreement. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for conducting habitat management and surveys, plant nursery management and invasive pest plant species control.
5. Due to the complexity of work, the Recipient shall provide the following key personnel with the following minimum qualifications:
 - A. Principal Investigator: The Recipient shall designate a person(s) as responsible for ensuring that provisions are in place, project and personnel supervision, quality control and meeting of reporting requirements are met a daily basis. ***The requirements for this key position may be split between two individuals.*** This person(s) shall have, at the minimum:
 - i. A PhD in Botany or related science.
 - ii. Experience and knowledge of plant ecology or conservation biology, as demonstrated by at least 10 years of previous work or research experience.
 - iii. Specific knowledge of Channel Islands conservation and management, as demonstrated by at least 10 years of previous work or research experience.
 - B. Research Associates: The person(s) shall have, or have immediate access to personnel that have, at the minimum:
 - i. A minimum of a Bachelor's of Science degree in Botany or related science disciplines and a minimum of 5 years' experience in a responsible position providing oversight of, support to or directly involved in Channel Islands conservation and management.
6. The Recipient shall provide the CAA (via the CATR) the names of persons and copies of their resumes being considered for work under this Agreement. The Recipient shall not replace or substitute any key personnel without prior written approval by the CAA.
7. The Recipient shall work closely with the CATR, NBVC Representatives in planning and carrying out all field activities.
8. Prior to accessing the Installation the Recipient shall coordinate with the IR to review the guidelines for conducting research on the Installation. This meeting can be conducted as part of the kick-off meeting.
9. Photography is restricted on the Installation. The Recipient and all of his representatives are required to obtain permission from the respective Installation Representatives prior to taking any photographs on the Installation. Only photographs of Agreement-related activities may be permitted.
10. Smoking is not allowed in the non-developed areas while individuals are working on the Installation.
11. The Recipient shall review pertinent files at the Installation and past research conducted at the Installation. The Recipient shall coordinate with the CATR and IR in planning and carrying out field activities.
12. All work conducted in support of this Agreement shall comply with all applicable federal and state laws.
13. If there is an incident which the Recipient believes may involve "take" of an endangered species and involves an activity permitted under the endangered species permit, the Recipient shall follow the procedures in the permit and notify the respective Installation Representatives and CATR immediately.
14. If there is an incident which the Recipient believes may involve "take" of an endangered species that results

from an activity not listed on the permit, the respective Installation Representatives and CATR shall be contacted immediately.

15. At no additional cost to the Government, the Recipient shall be in possession of all necessary permits necessary to conduct the activities stipulated in this Agreement. All permits will be submitted as part of the proposal.

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

17. All work conducted in support of this Agreement shall comply with all federal laws including, but not limited to, the Marine Mammal Protection Act, Endangered Species Act, the Clean Water Act and the Migratory Bird Treaty Act.

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

19. All field notes, field data forms, electronic storage of field data, photographs, etc. collected and produced as part of this Agreement are the property of the DoN. Legible copies of the field notes, data forms and other information shall be provided to the CATR and the respective Installation Representative upon request.

20. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. All methods of data collection and analyses shall be standardized with previous studies conducted by the Recipient under past Agreements for this type of work, or when appropriate, analyzed using acceptable new or improved methods as determined in current scientific literature(s). If changes in analyses make results unfit for comparison with previously collected data, the Recipient shall reanalyze all appropriate data sets for comparison, as feasible within the approved budget. The CAA shall approve (via the CATR) in advance any changes to previously used experimental designs, methods of data collection and/or analyses, which shall be provided in the Recipient's required Work Plan. The CATR or the Installation Representatives, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.

21. The Recipient shall inform the CATR and the respective Installation Representatives via e-mail of any unusual activity observed while conducting surveys in the field (e.g. trespassers or persons in unauthorized areas). Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity.

22. The Recipient shall inform the CATR and the respective Installation Representatives via e-mail of any unusual animal species observed while conducting surveys in the field (e.g. species which are federally listed or are State of Species of Special Concern). Information should include (a) location, (b) date, (c) time and (d) any detailed facts about the sighting.

23. Throughout the term of this Agreement the CATR and the respective Installation Representatives shall be afforded the opportunity by the Recipient to periodically observe the Recipient's field activities, to review computer or paper files of raw data, prepared data (such as data analyses, summaries, maps, figures, tables, etc.), or any record deemed appropriate by the CAA in establishing the Recipient's performance in fulfilling the requirements of this Agreement.

24. The DoN, via the CAA, may request updated data presented on maps, figures and/or tables whenever the DoN's need to obtain this information is before the next report required under Section I of this Agreement. The Recipient shall forward the requested data electronically within ten (10) days from the date of request. If the requested data cannot be provided within this time frame, the Recipient shall forward electronically the most updated raw data to the CAA, via the CATR (cc provided to respective Installation Representatives). The DoN understands that facilitating the requested most updated data may reduce the amount of work that would normally be accomplished during the period of time required to complete the request. The Recipient shall document the amount of efforts and its translated cost estimate that would have been incurred by the Recipient to complete the request for updated data. This document shall be electronically forwarded to the CAA (via CATR and cc provided to respective Installation Representative) to review so that the DoN will have a firm understanding on the amount of work displaced that would have normally been accomplished during the period of time required to complete the request.

25. Environmental Sensitivity. The Recipient shall take precautions to avoid disturbing sensitive habitat and spreading seed of exotic plant species. This shall include visual inspection of clothing (especially footwear), vehicles and equipment followed by removal and appropriate disposal of seeds and accumulated soil prior to arriving at the work sites and prior to moving between locations.

26. Cultural Sensitivity. The Recipient shall take precautions to avoid cultural sites identified by installation staff. Recipient will receive instruction on avoiding or minimizing impact to sites by installation staff.

27. The Recipient shall clear exact date(s) of visit(s) to the activity with the NBVC Representative and CATR. The Recipient shall provide personnel data of individuals performing the field work to the Station Contact and Project Manager, at least seven calendar days in advance of the Recipient's scheduled site visit, field investigation, testing, or any other field work.

H. SPECIFIC REQUIREMENTS

All work shall be coordinated with the CATR and appropriate Installation Representative.

Base Year Task 1a: Vouchering Vascular Plants

Botanists will conduct surveys to collect a botanical specimen for every vascular plant that occurs on the island, and a corresponding fresh tissue collection that can be used for high quality genomic extractions for molecular work. Herbarium specimens will be identified, databased, and deposited at SBBG; corresponding tissues will be deposited into the SBBG tissue bank.

Task 1a: Vouchering Lichens for DNA Barcoding

A lichenologist will collect an herbarium voucher and corresponding fresh tissue to be used for high quality genomic extractions for molecular work of every species that can be collected. Specimens will be identified, databased, and deposited at SBBG; corresponding tissues will be deposited into the SBBG tissue bank.

Task 1b: Vouchering Lichens for Checklist

A lichenologist will conduct extensive surveys of the island to document and voucher any lichens occurring on the island. Specimens will be identified, databased, and deposited at SBBG. The lichenologist will generate a voucher based checklist for San Nicolas Island, and publish in a peer

reviewed journal.

Task 1c: Vouchering Bryophytes for DNA Barcoding

Project partner will voucher all island bryophytes and a corresponding fresh tissue collection to be dried on silica that can be used for high quality genomic extractions for molecular work. Herbarium specimens will be identified, databased, and deposited at SJSU with a duplicate set at SBBG; corresponding tissues will be deposited into the SBBG tissue bank.

Task 1d: Identification of Non-Lichenized Macro Fungi

A mycologist will identify voucher specimens of non-lichenized macro fungi collected by island manager and deposited at an accredited herbarium; corresponding tissues will be deposited into the SBBG tissue bank if needed for DNA work to include into the DNA barcode library.

Task 2: Vouchering of Common Terrestrial Arthropods

Three 2-day collecting trips will be conducted, distributed between March and July of 2019 to capture macro-arthropods available at different seasons and at different stages of maturity. These will be used to produce museum quality vouchers and corresponding tissue appropriate for molecular work to build out a DNA Barcode Library. Collectors will use sweep netting and beat sheeting techniques to collect arthropods from varying habitats, recording the plant species they were collected from when applicable, while also opportunistically collecting other arthropods observed. They will attempt to get duplicates of each species collected, so that one can be curated and one can be used for DNA barcoding. Where this is not possible, a body part (such as a leg) will need to be harvested from the specimen for DNA barcoding. Arthropods used for DNA barcoding will be stored in 95% ethanol, while duplicates will be pinned dry when appropriate. For 100 selected arthropods, with preference for those that would be targeted in an island fox's diet, specimens will be identified to family and morphospecies, utilizing datasets from both SBBG and UCR to correlate when applicable, imaged, and databased using the Cal-IBIS Symbiota portal. They will then be utilized for barcoding.

Task 3a: Building a DNA Barcode Library of Vascular Plants

DNA barcode markers are short, easily amplified regions of DNA, standardized for specific taxonomic groups of organisms. They are invaluable for understanding species boundaries, community ecology, functional trait evolution, trophic interactions, and the conservation and management of biodiversity through studies such as diet analysis. An essential first step in any barcoding study is to sequence tissues of known provenance with corresponding vouchered material for which identifications can be verified. Tissues collected under task 1 will be extracted, and sequenced for universal barcoding markers. Sequences will be deposited into publicly available databases for researchers to use for a wide variety of studies in evolution or ecology. The genomic DNA will be stored at SBBG for any and all future studies of plants on the islands in the SBBG DNA bank, and made publicly available, with permission of the US Navy. Further, these high quality genomic DNAs, while only used for Sanger seq now, can be used for high throughput methods at any time.

Task 3b: DNA Barcode Library of Common Lichens and Fungi

In poorly known groups, such as lichens, barcode studies are just beginning. In a search of genbank, there are less than half the taxa collected on San Nicolas Islands have been included in any type of sequencing project. Lichen tissues collected under task 1a will be sequenced for fungal ITS, along with thirty of the most commonly available macro fungi for later diet analysis of endangered animals. Sequences will be deposited into publicly available databases for researchers to use for a wide variety of studies in evolution or ecology. The genomic DNA will be stored at SBBG for any and all future

studies of lichens and non-lichenized macro fungi on the islands in the SBBG DNA bank, and made publicly available, with permission of the US Navy. Further, these high quality genomic DNAs, while only used for Sanger seq now, can be used for high throughput methods at any time.

Task 3c: DNA Barcode Library of Bryophytes

A bryologist will generate a complete DNA barcode library for all bryophytes collected under task 1c. Sequences will be deposited into publicly available databases for researchers to use for a wide variety of studies in evolution or ecology. The genomic DNA will be stored SBBG for any and all future studies of plants on the islands in the SBBG DNA bank, and made publicly available, with permission of the US Navy.

Task 3d: DNA Barcode Library of Common Terrestrial Arthropods

For 100 of the large, common terrestrial arthropods collected under task 2, DNA will be extracted, and sequenced for taxa that are likely important food sources for endangered taxa on San Nicolas.

Sequences will be deposited into publicly available databases for researchers to use for a wide variety of studies in evolution or ecology. The genomic DNA will be stored at SBBG for any and all future studies of plants on the islands in the SBBG DNA bank, and made publicly available, with permission of the US Navy.

Task 4a: Metabarcoding of Fox and Snail Scat

Previous studies have used morphological assessment of scat to determine diet of the Island foxes (*Urocyon littoralis*). However, these methods are not as sensitive in detecting soft-bodied organisms such as terrestrial arthropods at varied life stages, fungi, lichens, and green plants as metabarcoding methods. All of these taxonomic groups might be important food sources in an omnivore diet, and metabarcoding is likely to yield a genus or species level identification. We will use a DNA metabarcoding multiplexing and next-generation sequencing to uncover different taxonomic groups of organisms, including soft bodied organisms, all organisms within the reference library and of organisms whose proper genome areas have been sequenced and made available (e.g.: Xantusia, Micrarionata, Vertigo, Xerionata, resident avian species, and others), from complex diet samples for Island foxes for 60 samples. While metabarcoding is increasingly used to understand diet in vertebrate animals, it has not been widely used in invertebrate animals, especially omnivores. The Recipient will use metabarcoding methods to determine whether snail diet can be adequately assessed using metabarcoding methods for 36 samples.

OPTION TASK (Option Item) 4b:

Repeat task 4A with the same or different animal scats. This option may be exercised up to 5 times for the duration of this agreement, with scat being included from various animals on SNI. The exercise of this option item extends the period of performance 12 months from the date of award.

Task 5: Seedbanking of Island Endemic Malacothrix

Collect and seed bank five sub-populations of *Malacothrix foliosa polycephala*. Seeds will be deposited at SBBG and the USDA National Laboratory for Genetic Resources Preservation in Fort Collins CO. This action includes germination testing at one year.

Option Task (Option Item) 5b: Seedbanking of Island Endemic Malacothrix

Collect and seed bank five sub-populations of *Malacothrix foliosa polycephala*. Seeds will be deposited at SBBG and the USDA National Laboratory for Genetic Resources Preservation in Fort Collins CO. This action includes germination testing at one year. This option may be exercised up to 5 times for the duration of this agreement, with scat being included from various animals on SNI. The exercise of this option item extends the period of performance 12 months from the date of award.

However, the total duration of this agreement, including any option items shall not exceed 60 months. The exercise of any option items is subject to the availability of funds.

I. MEETINGS/COORDINATION

1. The Recipient or his/her designee will ensure coordination of all activities with the CATR Representative via email.
2. The Recipient shall be available on an intermittent basis throughout the Agreement period for consultation with the CATR and NBVC Representative on matters involving data collection, analysis, reporting, or other matters related to this Cooperative Agreement.

J. SUBMITTALS and SCHEDULES

Base Year Deliverables

- Work Plan (GIS geodatabase template, and schedule)
- Accident Prevention Plan and Accident Hazard Analysis
- Draft and Final summary report
- GIS files will conform to the GeoReadiness Center Standards and Specifications for Vector GIS Deliverables.
- Labeled and organized photographs.

1. Schedule

| Event | Due Date |
|---|--|
| Kick –off meeting (teleconference) | 15 days after award |
| Work Plan | 30 days after kick-off meeting |
| Revised Work Plan for each Option | 30 days after Option award |
| Accident Prevention Plan/Activity Hazard Analysis | 15 days after kick-off meeting |
| Base Year | 18 months after award |
| Option Item 4b | 12 months after award |
| Option Item 5b | 12 months after award |
| Final Project Deliverable | 30 days after receipt of comments |
| Progress Reports (via e-mail) Monthly | 7 days after the last day of the month |

2. Submittals

Electronic copies of all submittals/schedules/deliverables (examples include, but are not limited to, draft/interim/final reports, progress reports/monthly reports) will be provided to the Cooperative Agreement Administrator for retention in the official agreement file.

a. Draft Reports. A separate draft and final report shall be provided. The draft reports shall be submitted within 60 days of field and/or lab work completion. The report shall be in scientific format and include the following: 1) Title page showing title, date, cooperative agreement number 2) Sub-title page showing title, prepared by and for listings, date and recommended citation; 3) Table of contents; 4) Abstract or Executive Summary; 5) Detailed methodology describing techniques, methods, plant species locations, and equipment used; 6) Summary and conclusion of data analysis; 7) Recommendations for management.

Draft Deliverable shall include, if applicable, MS Word and Adobe Acrobat Pro documents, spreadsheets/databases, field datasheets, photos with photo credit, and GIS files. The Recipient shall provide all required draft reports as electronic files, either as email attachments, sent to the CATR on CD, or downloadable via FTP site.

b. Final Reports. All final reports shall be submitted within 30 calendar days of receipt of Government comment. The government will have a 60 calendar day review period from receipt of the draft reports to comment. The final reports shall be submitted within 30 calendar days of receipt of Government comments. If necessary the government will have a 30 calendar day review period from receipt of final reports (with comments incorporated) for government review of documents to ensure comments were adequately addressed. If review and acceptance by government is not completed within the 30 day review period, constructive acceptance will be deemed to have occurred and final deliverables can be submitted.

Final Deliverable shall include, if applicable, MS Word and Adobe Acrobat Pro documents, spreadsheets/databases, field datasheets, photos with photo credit, GIS layers, work plan, and APP.

The Recipient shall provide four (4) CDs of the final deliverables each containing the report, maps, all photographs, Geodatabase, raw data, and any pertinent supplemental information.

3. Submittal/Deliverable Standards

a. All submittals/deliverables are expected to be of the highest professional quality and will be rejected if any of the following exists:

- There are typographical errors, spelling, or grammar mistakes; or
- Results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
- Document is not organized in a manner that flows well; or
- Document does not provide appropriate context, background, literature review, and comparison to other relevant studies, locations, and similar species.
- The appropriate style guide is not adhered to (in most cases this is the ESA or CSE).

b. The draft report shall be a complete document that has been proofread for spelling and grammatical errors and contains all text, figures, graphics, photographs and tables provided for review.

c. Maps

- All maps created for this Agreement shall be incorporated in the draft and final reports. All maps shall be printed on 8.5 by 11-inch paper or 11 by 17-inch paper folded to match the size of the report(s).
- All maps shall be printed at an acceptable scale using a State Plane projection, Zone 0405, North American Datum 1983 or USGS. Electronic copies of all maps shall also be provided.
- All maps created for this Agreement shall contain the following information: (a) title, (b) scale bar, (c) legend, (d) date, (e) north arrow and (f) notation identifying who prepared the map.

d. Photographs

The Recipient will document and record pertinent aspects of the work using color digital imagery. The Recipient will provide camera and all necessary equipment. Photographs of activities documented shall be included as an appendix on CD ROM. All photographs shall become DoN property and shall

be submitted with the final report. All original photographs shall be appropriately labeled with information to include:

- Date
- location (specific place and Installation)
- subject/activity
- activity documented
- identification of any people in the picture
- photographer

e. GIS

GIS files will conform to the GeoReadiness Center Standards and Specifications for Vector GIS Deliverables (Attachment C).

K. DATA AND PUBLICATION

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.315 concerning “Intangible Property,” which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The DoN acknowledges and agrees that the Recipient’s fundamental consideration in performing the research under this Agreement shall be Recipient’s right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: “This research was funded by the Commander, Navy Installation Command.”

3. Any publications resulting from this work shall be provided at no cost to the Department of the Navy in quantities jointly determined by the Department of the Navy representative and the Recipient at the time of publication.

4. The Recipient shall be responsible for ensuring all personnel participating in activities under this Agreement have read and acknowledged the DATA AND PUBLICATION provisions of this Agreement.

L. RELEASE OF INFORMATION

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons (with the exception of inquires that are intended to benefit the academic research of this Cooperative Agreement) during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Public Affairs Officer at the Installation and Public Affairs Officer at NAVFAC SW through the IR, CATR and CAA. In the case of failure to agree as to the manner of publication/release or interpretation of results, either party may publish data after due notice (not to exceed 10

business days) and submission of the proposed release of information to the other. In such instances, the party publishing the data will give due credit to the cooperation but assume full responsibility of any statements on which there is a difference of opinion. Federal agencies reserve the right to issue a disclaimer if such a disclaimer is determined to be appropriate.

News releases and publications shall contain an acknowledgement of support and disclaimer as follows: "This research was funded by the U.S., Commander, Navy Installation Command."

The disclaimer will be: "Any opinions, findings, and conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the Commander, Navy Installation Command."

M. SAFETY

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The Government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the Recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at Section (i) of Appendix A of the EM 385-1-1.

A Site Safety and Health Plan (SSHP) is also required if the work involves potential exposure to hazardous, toxic or radioactive waste (HTRW). The minimum requirement for the SSHP is in Section 28 (33) of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) for all tasks reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in Section 1 of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP, and AHA are: EM 385-1-1 (or latest edition), and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authorities (GDA) (SW EV Safety Office, CATR, ROICC/FEAD) prior to start of field activities.

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

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

A Draft and Final APP, SSHP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Managers at all times during the project, and a copy shall be available in every vehicle utilized for work under this CA. The SSSH is required to have completed the 10-hour OSHA Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The Recipient will provide a Monthly Exposure Report (MER) and attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV)- While the Recipient is performing the job on-site, a SW EV Safety representative may perform a SAV. The Recipient is required to comply with the contents of the final APP (with the AHA and/or SSHP, as applicable). Any modifications to the APP shall be approved first by the GDA prior to continuing

work. Also the Recipient has to comply with the requirements of the Section 1, Program Management, of the EM 385-1-1, while at the job site.

N. HOLD HARMLESS

1. The Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and contractors. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, servants, agents, guests, invitees, or contractors. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or contractors. This covenant shall survive the termination of this Cooperative Agreement.

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

O. INSURANCE

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

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

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

3. The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section O,

including coverages specified in Attachment B hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment A to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.)

4. During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its contractors or agents or any contractor performing work at the Recipient's or agent's request on the affected Government Premises to carry and maintain the insurance required below:

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

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

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

P. PAYMENTS

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

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

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

4. Payments will be made in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment B WAWF Instructions for instructions on payment procedures.

Q. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING

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

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

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

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

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

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

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

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

- (a) In the Subcontractor's preceding fiscal year, the Subcontractor received –

- (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

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

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

If the Contractor in the previous tax year had gross income, from all sources, under \$300,000, the Contractor is exempt from the requirement to report subcontractor awards. Likewise, if a subcontractor in the previous tax year had gross income from all sources under \$300,000, the Contractor does not need to report awards to that subcontractor.

END

ATTACHMENT A

SELF-INSURANCE REQUIREMENTS FORM

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

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

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

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

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

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

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

- Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.
- The following endorsements are required for Excess Liability insurance policies:
 - a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
 - b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."
 - c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
 - d. "This insurance certificate is for use of facilities at Naval Base Ventura County San Nicolas under this Cooperative Agreement, No. N62473-19-2-0003."

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

ATTACHMENT A (Continued)
NON SELF-INSURED REQUIREMENTS FORM

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

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

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

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

- a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b. "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."
- c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises **licensed/leased** from the United States."
- d. "This insurance certificate is for use of facilities at Naval Base Ventura County San Nicolas under this Cooperative Agreement, No. N62473-19-2-0003."
- e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

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

ATTACHMENT B WAWF INSTRUCTIONS

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

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

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

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

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

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

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

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

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

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

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: **N62473-19-2-0003**

(1) Document type. The Contractor shall use the following document type(s).

NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

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

Routing Data Table*

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

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

NAVFAC_SW_RAQE0_inspector@navy.mil

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

NOT APPLICABLE

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

252.204-0006 Line Item Specific: Proration. (SEP 2009)

The payment office shall make payment from each ACRN in the same proportion as the amount of funding currently unliquidated for each ACRN.