

Cooperative Ecosystems Studies Unit (CESU) Award Process

Highly collaborative effort between Environmental, Acquisition, and Legal departments

Regulated by DoD Grant and Agreement Regulations (DODGARS)

Authorities to enter into Cooperative Agreements:

- Natural Resources - 16 U.S. Code Section 670c-1 – Sikes Act
 - Cultural Resources – 16 U.S. Code Section 2684 – Cooperative Agreements for Management of Cultural Resources
1. Cooperative Agreement Technical Representative (CATR) develops a draft Point Paper to justify why a Cooperative Agreement is the appropriate vehicle for the requirement. Must demonstrate “substantial involvement” (joint collaboration) between the Federal Government and the recipient in order to be a CA (otherwise it’s a grant – for which we don’t have authority)
 2. CATR also develops and Independent Government Estimate (IGE) and a draft Scope of Work (SOW) and Request for Statements of Interest (RSOI).
 3. ACQ and legal review Point Paper, IGE, SOW and RSOI and provide comments. CATR revises documents, if necessary. ACQ forwards package to Cooperative Agreement Authority Delegate (currently Chief of Contracting Office) for approval.
 4. ACQ posts SOW and RSOI to appropriate CESU host university’s website for a minimum of 10 days.
 5. CESU partners submit applications and CATR and ACQ review them and select a cooperator based on published evaluation criteria. CATR prepares Technical Evaluation Report, with review by ACQ and legal.
 6. ACQ request latest financial and audit report (OMB Circular A-133) from selected cooperator.
 7. Negotiations are conducted with cooperator if necessary regarding scope and/or budget. ACQ prepares Business Determination Analysis and draft CA, with review by legal.
 8. Once funding is received and processed, Technical Evaluation, Business Determination, and CA are forwarded to the CA Authority Delegate for approval.
 9. CA is sent to cooperator for signature and then signed by CA Authority Delegate.
 10. CA information is entered into Defense Assistance Awards Data System (DAADS).
 11. Modification issued as required (period of performance, exercise options, etc.)
 12. Invoices are paid electronically through Wide Area Workflow (WAWF).
 13. Excess funding is deobligated by modification at the end of the project.