

## CESU Agreement Step by Step Process

### **Step 1:** Determine if Project Objective is Consistent with Reclamation's Mission

Is the project objective consistent with Reclamation's mission of managing and delivering water and hydropower in the West, and associated environmental and other compliance requirements? If the work proposed is not consistent with Reclamation's mission, then a CESU agreement is not an appropriate vehicle for pursuing this work. Check with the program management office that is responsible for the funding source for this project for further guidance about appropriate use of funds relative to Reclamation's mission.

### **Step 2:** Determine if a Cooperative Agreement is the correct business instrument for this project.

Complete an Award Instrumentation Determination (AID) form (Attachment A). Also see attached Example A. The completed AID form will be used by the Grants Officer and the Chief of the Contracting Office within the respective Region to make a determination if a cooperative agreement is appropriate for the planned award.

### **Step 3:** Determine if you have appropriate cooperative agreement authority:

Omnibus Public Land Management Act of 2009 (P.L. 111-11), Subtitle F-Secure Water, Sec 9502, 9504, and/or 9509 provides cooperative agreement authority for research activities. (See Attached Legislative Text). Other Reclamation authorities may also apply to your specific project. Consult with your project manager, financial assistance officer, or the program manager for your funding source.

If you utilize P.L. 111-11 Section 9504 or 9509, your project work must also satisfy the definition of research. Applied research and development is defined as:

- A systematic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met.
- The systematic application of knowledge or understanding, directed toward the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements.

These definitions are also consistent with the definitions provided in OMB Circular A-111, Section 84. For the purposes of these two authorities, research and development can be considered either applicable to a specific Reclamation project, or applicable to a Bureau-wide program(e.g. Science and Technology, Dam Safety, Title XVI)

**Step 4:** If you believe this award should be made to specific university/faculty, then complete a Single-Source Determination form (Attachment B). Also see attached Example B. The completed Single-Source Determination form will be used by the Grants Officer and the Chief of

the Contracting Office within the respective Region to make a determination if pursuing single-source award is appropriate.

**Step 5:** Determine if the scope of this project complies with the general scope of the CESU Master Cooperative Agreement and select the CESU agreement(s) to utilize. Master CESU Cooperative Agreements are available. If not, then a CESU agreement is not an appropriate vehicle for pursuing this work. Check with Research and Development Office and/or your Acquisition Office for further guidance.

**Step 6:** Complete a CESU Framing Document (Attachment C). Also see attached Example C. The framing document is designed to assist you in drafting the Statement of Work and other necessary text that the Grants Officer will integrate into the terms, conditions, and boilerplate text of the agreement.

**Step 7:** Submit a requisition to your acquisitions office that includes the completed Award Instrumentation Determination form (Attachment A), Single-Source Justification form (Attachment B), and a completed CESU Framing Document (Attachment C).