

Legacy Resource Management Program

How to Manage Your Legacy Project

What To Do During the Project's Period of Performance

The Department of Defense (DoD) Legacy Resource Management Program (Legacy Program) awards funds each fiscal year. A project's period of performance (PoP) begins when the bilateral agreement between DoD (via a Designee) and the recipient is signed by both parties. The Technical Point of Contact (POC) is responsible for the project team completing all actions within the project's PoP, and ensuring that deliverables are submitted on time and to Legacy Program standards. Having overdue deliverables or failing to submit invoices in a timely manner for previously funded efforts will jeopardize positive consideration for Legacy Program continuation funding. Project Authors must notify the Legacy Program immediately if telephone numbers, fax numbers, or email addresses for any project POCs change during the project's PoP.

Ownership and Rights to Expected Products

All audio and visual media must be free of license restrictions and copyrights. Per DoD Grant and Agreement Regulation 3210.6-R §33.34, the Legacy Program reserves the right for royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for official purposes, the copyright in any work developed via a Legacy Program project. Materials produced using Legacy Program funding will not be sold for profit. You can only disseminate approved final Expected Products. However, you may **not** disseminate "DoD-only" products to individuals who are not DoD personnel.

- **GIS Data:** Project Authors and Principal Investigators (PIs) must follow all current Federal Geographic Data Committee (FGDC) content standards and any DoD-specific standards or regulations when submitting Global Information Systems (GIS) data. You may deliver GIS data on a CD/DVD that is free of licensing or usage restrictions.
 - All project deliverables, including GIS data that you collected over the duration of a Legacy project's PoP, are the Office of the Secretary of Defense's (OSD's) property and must be provided to the Legacy Program once the project ends.

Reports and Required Deliverables

Biannual Progress Reports:

- Biannual Progress Reports are required for all projects.
- The first Progress Report is due six months after the date you finalize your funding documents.
- You can complete the report by filling in the blank fields on the Legacy Tracker's (Tracker's) *Progress Report* tab in your project file.
- Once completed, choose "Yes" to finalize the report at the bottom of the page and click the "Submit" button.
- Please include the:
 - Project completion date,
 - Progress Report due date, and
 - Amount of funds spent at the time of the Progress Report write-up.
- You will receive an automated email reminder 30 days before the Biannual Progress Report is due.

Non-Legacy Program Progress Reports for Cooperative Agreements:

- If you are a non-federal agency or organization, the award made by Legacy will likely come via a Cooperative Agreement from the U.S. Army Corps of Engineers, Engineer Research and Development Center, Construction Engineering Research Laboratory (ERDC-CERL) as the contract Designee. If you receive funding via a Cooperative Agreement from ERDC-CERL, you are required to include a non-Legacy Program progress report with each invoice you submit. These one-page progress reports must be sent to ERDC-CERL, not Legacy. The invoice-related progress reports are not included as Expected Products in the Legacy Tracker because they are not Legacy reports. If you are awarded funds through a Cooperative Agreement, the agreement will specify all terms, conditions, and details. Please ensure you consider completing and submitting progress reports and invoices as part of the contracting process, and include the reports in your overhead activities.

Fact Sheets:

- All PIs are required to submit a project fact sheet as a final product.
 - The fact sheet is automatically populated in the list of deliverables for each project.
- Fact sheets are one or two page summaries highlighting the project's accomplishments, military benefits, and overall importance.
- Fact sheets are publicly available and posted online; they serve as outreach tools to highlight both the Legacy Program and the project's efforts.
- As with all deliverables, Legacy staff must review and approve fact sheets.
- For continuation projects, fact sheets are due each year and must detail that specific year's results.
- For more detailed guidance, refer to the template and Frequently Asked Questions on the Legacy Tracker's *Info & Guidelines* tab at www.dodlegacy.org/Legacy/intro/guidelines.aspx.

Expected Products

- Legacy funding recipients are obligated via a binding agreement with DoD to supply specific deliverables (Expected Products).
- All PIs must produce high-quality, professionally-executed products to share project results inside and outside of DoD (see Expected Product Standardization for more details).
- At certain times, Project Authors may have to create and submit to the Legacy Program a public version of an Expected Product **and** a DoD-only version of the same product.
 - This occurs when the Expected Product contains sensitive or classified information, such as specific resource locations.
 - For documents with sensitive information, the original product may be posted on the DoD-only side of DENIX while a public version will be posted on the publicly accessible side.
 - Please alert Legacy staff when submitting deliverables that may contain sensitive information. Legacy requires PIs to use encrypted emails when submitting deliverables that contain sensitive information.
 - OSD's Office of Security Review (OSR) and the Legacy Program will make the final determination regarding whether information should be restricted.
- Legacy staff submits all final Expected Products to OSR for review prior to dissemination.

Expected Product Standardization:

Project Authors should format and present reports in a professional manner using correct pagination, table of contents, and standard report sections (e.g., Introduction, Results, Conclusions).

All Expected Products should be accessible to DoD personnel as well as the general public via a clearinghouse website, the Department of Defense's Environment, Safety, and Occupational Health Network and Information Exchange (DENIX) at www.denix.osd.mil.

- Legacy Program products are posted on DENIX within the *Programs* tab under the Natural Resources or Cultural Resources homepages.
- Legacy staff posts all products to DENIX.
- If your project is sensitive in nature, please work with Legacy staff to ensure secure information is not made available to the public.

Before submitting Expected Products to the Legacy Program:

- Refer to the Legacy Program only as “the Department of Defense Legacy Resource Management Program” or the “DoD Legacy Program.”
- Clearly display the Legacy Program project number on **all** materials. The project number is the number assigned to each project at the approval stage; it is located on the Tracker *Admin* tab, and consists of a five-digit hyphenated number with the first two digits indicating the year of the project. For example, 12-409 represents project number 409 that received funding in fiscal year 2012. Contract numbers are not analogous to the Legacy project number.
- Include the Military Interdepartmental Purchase Request (MIPR), Cooperative Agreement, or Project Order contract number, at a minimum, in the introduction/executive summary section of any product/report, as well as the Legacy project number.
- Use a standardized Expected Product Cover Sheet for **each** product, except the fact sheet.
 - You do not need to physically bind Expected Product Cover Sheets to the final product, but you must include them in the submittal package.
 - This is to ensure that when Legacy staff receives multiple products at the same time, they understand which products represent each deliverable.
 - You can find a cover sheet template in Word document format and a sample cover sheet in PDF on the Tracker's *Info and Guidelines* tab at www.dodlegacy.org/Legacy/intro/guidelines.aspx.
- In addition to the standardized Cover Sheet, appropriately place the Legacy Program logo on each PowerPoint, display, poster, pamphlet, publication, DoD specific web page, etc.
 - You can find Fact Sheet and Tech Note templates and the Legacy Program logo (in GIF and EPS formats) on the Tracker's *Info and Guidelines* tab at www.dodlegacy.org/Legacy/intro/guidelines.aspx.
- Credit the Legacy Program with full or partial funding of the project, as appropriate.
 - The Legacy Program should receive credit in the introduction/executive summary sections; acknowledgements section; and in presentations about the project in any form (articles, lectures, workshops, etc.).
- We encourage PIs to submit electronic photographs for inclusion in the project file whenever possible.

How To Submit DRAFT Expected Products:

- Project Authors are required to coordinate a draft review with Legacy staff for each Expected Product.
- The Legacy Program will not accept any product submitted as “final” that has not received prior Legacy Program approval in “draft” form.
- All timelines for draft product review(s) must be coordinated with Legacy staff in anticipation of final Expected Product submission.
 - **Legacy Program staff must have at least 10 working days to review each Expected Product**, so please plan your submissions accordingly.
- If Project Authors want others (colleagues, etc.) to review their draft products, those reviews should take place prior to Legacy Program staff review so the draft in hand will not change.
 - Expected Product review by parties outside of OSD is **not** required.
- The Legacy Program prefers, when practicable, to receive draft documents in **electronic versions only**.
 - Please send the documents in Portable Document Format (PDF) **and** Microsoft Word format as email attachments to the Legacy staff at DoDLegacy@bah.com.
- The Legacy staff will relay all questions, comments, suggested edits, and required edits (e.g., style changes, confidential information protection) to the author.
- After you incorporate the edits, send the document back to the Legacy staff, who will coordinate OSD review and, as appropriate, approval as the final Expected Product.

How to Submit FINAL Expected Products:

After the Legacy Program has reviewed and approved draft Expected Products, please submit the final deliverables to the Program. Please submit **one hard copy and one electronic copy on CD/DVD to the Legacy Program office for each final Expected Product**.

- Please note that if there is a “DoD-only” version of an Expected Product, Legacy asks that you submit an electronic and hard copy of that version in addition to the “public” version of the same Expected Product.
- Don’t forget to include the DoD Legacy Program, project number, project title, Expected Product type, submitter, and date when submitting final deliverables.

Please include the Product Submission Report form when submitting final products. The Project Author generates this form on the Tracker, and provides final Expected Products by completing the following steps:

1. Inform the Legacy staff that you’re delivering the final Expected Products (email is fine).
2. Access the project on the Tracker and click on the *Expected Products* tab.
3. For each Expected Product that you’re delivering, select the *Submit* box.
4. Ensure the title of your deliverable matches the project title. This allows the Legacy Tracker to automatically populate the *Submission Date* field.
5. Enter any comments you would like to convey to the Legacy staff.
6. Repeat this process for each Expected Product you submit.
7. Once you enter all deliverables and related information, click the *Submit Expected Product* button. This will generate a form with detailed mailing instructions.
8. Print a copy of the report for each product.

Where to send final Expected Products:

- Hard copies/products on CD/DVD:
DoD Legacy Resource Management Program
ODUSD(I&E)
Natural Resources Program, Box 56
4800 Mark Center Drive, Suite 16G14
Alexandria, VA 22350
ATTN: Yasmin Shafiq
- Electronic copies via email:
DoDLegacy@bah.com

Please also send an electronic copy of any completed, Legacy Program-approved, final product to each installation POC who contributed data or otherwise supported your project.

Project Changes

Per DoD Grant and Agreement Regulation 3210.6-R §33.30, except as stated in other regulations or the award document, you must obtain the Designee grant officer's prior approval whenever you anticipate changes to one or more of the following:

- project's scope or objective;
- total funding requirements;
- expenditure rate within any category that is more 10% of what was approved;
- the period of performance (No-Cost Extension); or
- key personnel.

How To Request a Project Extension

Occasionally, extenuating circumstances prohibit a project from being completed within the originally agreed upon date. When this occurs, the Project Author may request a No-Cost Extension (NCE). **To request an NCE, please notify Legacy staff at least 60-days prior to the Expected Completion date of your project.** Clearly define the reason for the extension request, and provide new, realistic completion dates for both the overall project and all Expected Products. It can take up to six weeks for the Legacy Program and Designee to approve the NCE and process the request. Please ensure you request sufficient time, as submitting a second NCE request is not recommended.

After notifying Legacy staff, you must submit your NCE via the Legacy Tracker. Please follow these steps:

- Log into the Tracker.
- Locate and select your project.
- Click the *Action and Review* tab.
- Choose *Request No-Cost Extension* from the *Action* dropdown menu.
- Enter the reason for the NCE in the *Request Explanation* field.
- Scroll to the bottom of the page and enter the *New Requested Due Date*.
- Click the *Submit* button.

Legacy staff will update the date in the Tracker if approval is given.

Full Expenditure of Project Funds/Surplus Funds

As your project comes to an end, please make every effort to invoice the Designee in an accurate and timely manner. The Legacy Program incurs increased overhead costs when returning surplus funds, which ultimately provide no benefit to the Program. Please contact Legacy as soon as possible if it appears there may be unexpected or surplus funds. We will be happy to discuss the options available.

Funding Reallocations

Changes that don't require the Designee grant officer's prior approval (except as stated in other applicable regulations or the award document) include transferring amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa, and transferring funds among direct cost categories, functions, and activities. Keep in mind that the aforementioned changes still require Legacy Program approval, and they will only be permitted as long as the proposed changes maintain the project's original intent.

Project Completion

When the Legacy Program approves all Expected Products and has final versions in-hand, staff will update the project status to "Completed" in the Tracker. Legacy staff will then request invoice processing and final payment release, as appropriate.

What To Do If You Have Questions or If Complications Arise?

Contact the Legacy staff at DoDLegacy@bah.com.