

Working with Youth Conservation Corps

- **Heather Burke: National Partnership Program Manager, HQ**
- **Alana Mesenbrink: Natural Resources Specialist, NWS**
- **Meredith Bridgers: Outdoor Recreation Planner, IWR**
- **Pam Doty: National Water Safety Program Manager, HQ**
- **Tara Whitsel: Natural Resource Specialist, Raystown Lake, NAB**
- **Taylor Saia: Park Ranger, New Hogan Lake, SPK**

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Topics

- What are youth conservation corps?
- How to find a conservation corps to work with
- How to set up a cooperative agreement with a corps organization
- National cooperative agreement with the Student Conservation Association: How to request interns
- Example work with conservations corps
- Lessons learned



About Conservation Corps

- More than 130 organizations around the country that are part of the Corps Network
<http://www.corpsnetwork.org/>
- 501(c)(3) non-profit organizations
- Comprehensive youth development programs that engage young people, ages 16 - 25 and returning veterans up to age 35, in service to their communities and the environment
- Corps members receive
 - ▶ Job training/hands-on work experience
 - ▶ Academic programming
 - ▶ Support services
 - ▶ Leadership skills
 - ▶ Stipend based on living wage



What Can Conservation Corps Do?

- Cultural and Historical Resource Protection
- Fire and Invasive Species Management
- Fisheries and Wildlife Management
- GIS Mapping, Data Collection and Reporting
- Interpretation and Visitor Services
- Inventory and Monitoring
- Media, Social Networking and Public Relations Development
- Natural Resource Management and Park Operations
- Public Outreach and Education/Water Safety
- Trail Maintenance and Development
- Volunteer Coordination and Community Engagement



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How to Find a Conservation Corps

<http://www.corpsnetwork.org/impact/corps-by-state>



ALASKA

Anchorage Park Foundation/Youth Employment in Parks

ARIZONA

American Conservation Experience

Arizona Conservation Corps ([Flagstaff](#), Tucson)

Work in State: CCYC (UT); NYC (OR); RMYC (NM)

ARKANSAS

Cass Job Corps Civilian Conservation Center

Ouachita Job Corps Civilian Conservation Center

CALIFORNIA

AmeriCorps NCCC (Pacific Region)

California Conservation Corps

Civicorps

Conservation Corps of Long Beach

Conservation Corps North Bay

Fresno EOC Local Conservation Corps

Kern County Service and Conservation Corps

Los Angeles Conservation Corps

Orange County Conservation Corps

Reading Partners

Sacramento Regional Conservation Corps

San Francisco Conservation Corps

San Gabriel Valley Conservation Corps

San Joaquin Regional Conservation Corps

San Jose Conservation Corps & Charter School

Sequoia Community Corps

Sonoma County Youth Ecology Corps

Urban Conservation Corps /S.C.A. [Mtns Foundation](#)

Urban Corps of San Diego County

Work in State: ACE (AZ); ACC (AZ); NCC (NV); NYC (OR)

COLORADO

AmeriCorps NCCC (Southwest Region)

Collbran Job Corps Civilian Conservation Center

Conservation Legacy (HQ)

GeoCorps America

[HistoriCorps](#)

Larimer County Conservation Corps

Mile High Youth Corps

Rocky Mountain Youth Corps (Steamboat Springs)

Southwest Conservation Corps (Four Corners, Los Valles)

Western Colorado Conservation Corps

Work in State: CCYC (UT)

CONNECTICUT

Knox Parks Foundation – Green Crew

DISTRICT OF COLUMBIA

AmeriCorps National Civilian Community Corps (HQ)

DC Green Corps/Washington Parks & People

Earth Conservation Corps

GLISTEN

[MobilizeGreen](#)

FLORIDA

Community Training Works, Inc. / Young American CC

Greater Miami Service Corps

Franklin Promise Coalition

GEORGIA

Greening Youth Foundation (HQ)

HAWAII

KUPU/Hawaii Youth Conservation Corps

IDAHO

Centennial Job Corps Civilian Conservation Center

Youth Employment Program

Work in State: MCC (MT); NCC (NV); NYC (OR); UCC (UT)

ILLINOIS

Golconda Job Corps Civilian Conservation Center

Youth Conservation Corps, Inc.

YouthBuild Lake County

IOWA

AmeriCorps NCCC (North Central Region)

Conservation Corps Minnesota & Iowa (Ames)

KENTUCKY

[Frenchburg](#) Job Corps Civilian Conservation Center

Great Onyx Job Corps Civilian Conservation Center

Pine Knot Job Corps Civilian Conservation Center

LOUISIANA

Limitless Vistas, Inc.

Louisiana Green Corps

St. Bernard Project

Work in State: AYW (TX)

MAINE

Maine Conservation Corps

MARYLAND

AmeriCorps NCCC (Southwest Region)

Civic Works

Maryland Conservation Corps

Maryland Conservation Job Corps

Montgomery County Conservation Corps

Work in State: CCCWV (WV)

MICHIGAN

Michigan Civilian Conservation Corps

SEEDS Youth Conservation Corps

Work in State: CCMI (MN), GLCCC (WI)

MINNESOTA

Conservation Corps Minnesota & Iowa

Northern Bedrock Historic Preservation Corps

MISSISSIPPI

CLIMB Community Action Agency

MISSOURI

AmeriCorps NCCC (Southern Region)

AmeriCorps St. Louis

Mingo Job Corps Civilian Conservation Center

Work in State: CCMI (MN)

MONTANA

Anaconda Job Corps Civilian Conservation Center
Montana Conservation Corps
Trapper Creek Job Corps Civilian ~~Conserv.~~ Center

NEBRASKA

Pine Ridge Job Corps Civilian Conservation Corps

NEVADA

Nevada Conservation Corps (Great Basin Institute)
Work in State: ACC (AZ)

NEW HAMPSHIRE

Work in State: GMC (VT)

NEW JERSEY

New Jersey Youth Corps of Atlantic Cape May
New Jersey Youth Corps of Camden/~~The~~ Work Group
New Jersey Youth Corps of Elizabeth
New Jersey Youth Corps of Jersey City
New Jersey Youth Corps of Middlesex County
New Jersey Youth Corps of Monmouth County
New Jersey Youth Corps of Newark
New Jersey Youth Corps of Paterson
New Jersey Youth Corps of Phillipsburg
New Jersey Youth Corps of Trenton
New Jersey Youth Corps of Trenton Isles
New Jersey Youth Corps of Vineland
New York New Jersey Trail Conference

NEW MEXICO

Rocky Mountain Youth Corps (Taos)
Southwest Conservation Corps (Ancestral Lands)
~~YouthWorks~~ Santa Fe

NEW YORK

~~Christodora~~
Green City Force
New York City Justice Corps – Bronx
New York City Justice Corps – Brooklyn
New York City Justice Corps – Harlem
New York City Justice Corps – Queens
New York Restoration Project

Onondaga Earth Corps
Repair the World
Rural Health Service Corps
The Place/Headwaters Youth Conservation Corps
The Service Collaborative of WNY, Inc.
Work in State: NYNJTC (NJ)

NORTH CAROLINA

American Conservation Experience
L.B. Johnson Job Corps Civilian Conservation Center
Northwest Piedmont Service Corps
~~Oconaluftee~~ Job Corps Civilian Conservation Center
Schenk Job Corps Civilian Conservation Center

NORTH DAKOTA

Work in State: CCMI (MN); MCC (MT)

OHIO

WSOS Community Action

OREGON

Angell Job Corps Civilian Conservation Center
Heart of Oregon
Northwest Youth Corps
Timber Lake Job Corps Civilian Conservation Center
Wolf Creek Job Corps Civilian Conservation Center

PENNSYLVANIA

~~PowerCorpsPHL~~

SOUTH CAROLINA

The Sustainability Institute/Energy Conservation Corps

SOUTH DAKOTA

Boxelder Job Corps Civilian Conservation Center
Work in State: CCMI (MN)

TENNESSEE

Jacobs Creek Job Corps Civilian ~~Conserv.~~ Center
Knox County CAC AmeriCorps
Southeast Youth Corps

TEXAS

American ~~YouthWorks~~, incl. Texas Conservation Corps

Work in State: Southwest Conservation Corps

UTAH

American Conservation Experience
Canyon Country Youth Corps
Intergovernmental Internship Cooperative
Utah Conservation Corps
Weber Basin Job Corps Civilian Conservation Center
Work in State: ACC (AZ)

VERMONT

Green Mountain Club
Vermont Youth Conservation Corps

VIRGINIA

Flatwoods Job Corps Civilian Conservation Corps
SCA (Student Conservation Association) (HQ)
Virginia State Parks Youth Corps

WASHINGTON

Columbia Basin Job Corps Civilian ~~Conserv.~~ Center
Curlew Job Corps Civilian Conservation Center
~~EarthCorps~~
Fort Simcoe Job Corps Conservation Center
Mt. Adams Institute
Washington Conservation Corps
Work in State: NYC (OR)

WEST VIRGINIA

Citizens Conservation Corps of West Virginia
Harpers Ferry Job Corps Civilian ~~Conserv.~~ Center

WISCONSIN

Blackwell Job Corps Civilian Conservation Center
Fresh Start - ADVOCAP
Fresh Start – Renewal Unlimited, Inc.
Great Lakes Community Conservation Corps
Milwaukee Community Service Corps
Operation Fresh Start
~~WisCorps~~ / Wisconsin Conservation Corps
Work in State: CCMI (MN)

WYOMING

Wyoming Conservation Corps

Cooperative Agreements for Training/Education with Youth Corps

- Authority to work with conservation corps: 33 USC 2339, WRDA 2000, Section 213a: Assistance Programs
- To further training and educational opportunities
- May enter into cooperative agreements with nonprofit entities
- For services relating to natural resources conservation or recreation
- Authority allows district grants officers to enter into local cooperative agreements with conservation corps
- Similar to a contract, but provides more flexibility in the scope of work that often results in getting more done than through a contract
- Involves substantial involvement by USACE staff
- Career pipeline to participants, more diversity of employees



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Cooperative Agreement Process

- Collaborative process between Operations, Contracting (Grants Officer/Specialist), and Counsel from pre-award through closeout.
- Basic steps:
 1. Define need and goals/develop Scope of Work (OP/CT)
 2. Provide funding document PR&C and labor code (OP)
 3. Prepare cooperative agreement authorization document (CT)
 4. Conduct market research for eligible recipients to determine sole source or competitive opportunity (OP/CT)
 5. Define eligibility requirements and evaluation criteria (OP/CT)
 6. Develop funding opportunity announcement (OP/CT)
 7. Post FOA on Grants.gov for a minimum of 10 days (CT)
 8. Determine selection committee members (OP)



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Cooperative Agreement Process

9. Selection committee review proposals: 30+ days (OP/CT)
10. Select recipient and conduct negotiations (OP/CT)
11. Create cooperative agreement document (OP/CT)
12. Notify recipient of award (CT)
13. Sign cooperative agreement document (CT)
14. Provide technical assistance to recipient (OP)
15. Conduct site visits and review progress reports (OP)
16. Maintain official CA documents in Paperless Contract File (CT)
17. Review and approve invoices (OP)
18. Review performance and financial reports (CT)
19. Issue modifications as necessary (OP/CT)
20. Review final performance report and close out (OP/CT)



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District Grants/ Agreements Officers

Division	District	Point of Contact	Email	Phone	Grants Officer or Specialist
LRD	LRB	Jeff Ernest	jeffrey.g.ernest@usace.army.mil	716-879-4173	Officer
	LRC	None			
	LRE	None			
	LRH	Brandon Lewis	Brandon.H.Lewis@usace.army.mil	304-399-5664	Officer
	LRL	None			
	LRN	Jamie Davies	Jamie.Davies@usace.army.mil	615-736-7921	Specialist
	LRP	None			
MVD	MVK	None			
	MVP				
	MVR				
	MVS				
NAD	NAB	Jeff May	Jeffrey.B.May@usace.army.mil	410-962-5617	Officer
	NAE	None			
	NAP	None			
NWD	NWK	Hilary Winans	hilary.m.winans@usace.army.mil	816-389-3500	Officer
	NWO	Doug Hadley	doug.e.hadley@usace.army.mil	402-995-2068	Officer
		Leigh Ann Lucas	leigh.a.lucas@usace.army.mil	402-995-2086	Officer
		Lee McCormick	lee.m.mccormick@usace.army.mil	402-995-2084	Officer
		Stephanie Rostermundt	stephanie.a.rostermundt@usace.army.mil	402-995-2083	Officer
	NWP	Anna Peine	anna.g.peine@usace.army.mil	503-808-4612	Officer
	NWS	R. David Williams	roger.d.williams@usace.army.mil	206-764-3772	Officer
		John Perez	john.m.perez@usace.army.mil	206-764-6693	Specialist
		Monique Paano	monique.a.paano@usace.army.mil	206-764-6084	Specialist
	NWW	Cam Allen	camilla.allen@usace.army.mil	509-527-7213	Officer

District Grants/ Agreements Officers

POD	POA	Olen Northern	Olen.R.Northern@usace.army.mil	907-753-2525	Officer
		Susan Salaj	Susan.Salaj2@usace.army.mil	907-753-5579	Specialist
	POF	Nicholas Johnston	nicholas.i.johnston@usace.army.mil	315-721-6095	Officer
	POH	None			
SAD	SAJ	Philip Mauldin	phlip.m.mauldin@usace.army.mil	904-232-1240	Officer
	SAM	Sonya Rodgers	sonya.d.rodgers@usace.army.mil	251-441-5406	Officer
	SAS	Kosha Jones	kosha.k.jones@usace.army.mil	912-652-5108	Officer
	SAW	None			
SPD	SPA	Karen Irving	karen.k.irving@usace.army.mil	505-342-3356	Officer
	SPK	None			
	SPL	Maria Cisneros	maria.p.cisneros@usace.army.mil	213-452-3242	Officer
	SPN	None			
SWD	SWF/ SWG	Traci Robicheau	traci.d.robicheaux@usace.army.mil	409-766-6306	Officer
		Maria Rodriguez	maria.e.rodriguez@usace.army.mil	409-766-6331	Officer
		Robin Prince	robin.g.prince@usace.army.mil	817-886-1045	In training
		Nicholas Aprea	Nicholas.a.aprea@usace.army.mil	817-886-1268	Specialist
		Lucille Smith	lucille.r.smith@usace.army.mil	409-766-3045	Specialist
	SWL	None			
	SWT	None			
ERDC	ERDC	Jeri McGuffie	jeri.h.mcguffie@usace.army.mil	601-634-3128	Officer
		Darrel Johnson	darrel.l.johnson@usace.army.mil	601-634-2773	Officer
		Robbie Beard	robbie.beard@usace.army.mil	601-634-3296	Officer
		Peggy Partridge	peggy.partridge@usace.army.mil	601-634-2832	Officer
		Chelsea Whitten	chelsea.m.whitten@usace.army.mil	601-634-4679	Officer
		Deannnda Sontag	deannnda.s.sontag@usace.army.mil	601-634-4842	Officer

Northwest Youth Corps – Seattle District Chief Joseph Dam

- 4th year at CJD
- Use work crews (\$30K-\$115K/year)
- Work on Mitigation sites, native plant trail and erosion control



Northwest Youth Corps – Willamette Valley

- Successful long-term partnership; excellent student and recent graduate candidate pool with U of O, OSU, and Lane Community College in local commuting area
- Previous internships for botany and wildlife monitoring, native habitat restoration, and graphic design for interpretive signs
- Adding 2 cultural resource interns in 2017 to assist project archeologist with field inventories



- Spike camp provides skilled week-long crew for larger scale projects, such as trail construction and campground improvements



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SCA local agreement at Raystown

- Utilized SCA (and AmeriCorps) since 2002
- Used local agreement for past 4 years
- Work has primarily been within the Environmental Stewardship Program.
- Chose to self recruit a local candidate which has been extremely successful (lower cost +plus interest in community).
- All interns after their SCA internship have gained permanent employment in their career field (2 with the Corps!)



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NORTH
CAROLINA
YOUTH
CONSERVATION
CORPS

NC Youth Conservation Corps

- Regional agreement administered by Jacksonville District grants officer. Currently at Falls Lake, Jordan Lake, and Philpott Lake.
- Comprehensive youth development program using nature to teach:
 - Job and leadership skills
 - Community service
 - Environmental stewardship
 - Personal responsibility







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Resources: NRM Gateway

<https://corpslakes.erdcdren.mil/employees/coopagree/coopagree.cfm>



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Natural Resources Management Gateway

to the future . . .

Home Visitors Lake Discovery Recreation Env Compliance Env Stewardship Partners
News/Events People Forums Learning GETS Tools New Postings Submit Index/Search ?

Cooperative Agreement

[Headquarters POC](#)

The [Federal Grant and Cooperative Agreement Act of 1977 \(FGCAA\)](#) sets forth the requirements for using cooperative agreements and grants to transfer funds to non-federal entities. However, use of cooperative agreements must be specifically authorized, and the FGCAA does **not** provide such authority. There is no general authority for the Corps to use cooperative agreements.

A cooperative agreement is a legal instrument as described by 31 USC 63, the Federal Grant and Cooperative Agreement Act where funds are being transferred to a partner, which is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the U.S. Army Corps of Engineers and the partner when carrying out the activities within the agreement. Substantial involvement may include collaboration, participation, or intervention in the program or activity to be performed under the cooperative agreement. These agreements must be executed by a certified grants officer. Procedures for administering these agreements must comply with Department of Defense Directive 3210.06 (Defense Grant and Agreement Regulatory System (DGARS)).

USACE authority for cooperative agreements is limited to the following specific types/purposes:

- Management of Undesirable Plants
- Educational and training activities
- Research and development
- Agreements with Indian Tribes
- Cooperative Ecosystem Studies Units (CESU)

● [Policy & Procedures](#)

● [Authorized Cooperative Agreement Types](#)

● [Cooperative Agreement Forms and Templates](#)

● News / Current Issues

● [Existing Cooperative Agreements](#)

● [District Grants and Agreements Officers](#) 

National Student Conservation Association Cooperative Agreement

- National cooperative agreement administered by Fort Worth and Galveston Districts, signed January 31, 2016. (Option year 1 effective Jan 31, 2017)
- Started off with 6 pilot projects to test out the work order process.
- Open to rest of country October 2016
- USACE pays for crews and interns in a fee-for-service cost share, transferring funds via MIPR to SWF
- Corps provides training, equipment, on-the-job transportation, and housing (or \$ for housing)
- SCA provides round-trip travel and living allowance, liability/health insurance,
*AmeriCorps education awards
*(when available)



2016 SCA Activity at Corps Lakes

National agreement: 25 interns

- 12 Public safety interns at various Corps lakes
- 6 Trail crew interns at Lewisville Lake
- 5 GIS interns in Sacramento District
- 2 interns (GIS and Outreach) at Willamette Valley

Local agreements: 27 interns

- Natural Resource Assistant/Park Ranger/Interpretation – Raystown, Rivers Project Office, Illinois Waterway, Deer Creek, Paint Creek, Buckhorn, Dillon, Alum Creek
- Land management/boundary survey/Invasive species corps – Rivers Project, Mississippi River Project Office
- Forestry technician – St Paul District
- GIS intern- West Hill
- Ecological restoration - Coralville



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SCA Intern/Crew Options

SCA core program models:

1. Conservation/Recreation Interns:

SCA interns are 18 years and older and are nationally or locally recruited to match the position requirements established by the Corps. Interns can serve at any time of year, for durations lasting from 12 weeks to 12 months.

The Corps provides funding, challenging and enriching positions, training and direct supervision, professional development opportunities, housing (or cost of housing), on-the-job transportation, time log verification and performance evaluations.

➤ Partner Cost Range: \$5,000 - \$40,000 depending upon length, availability of housing and other programmatic variables.



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SCA Intern/Crew Options

2. Conservation/Recreation Teams:

SCA Conservation Teams are teams of 3-5 interns supervised by an SCA Leader, and serve for periods ranging from two weeks to 10 months. Teams undertake specialized projects such as habitat improvement, trail construction (including structures), fire and invasive species management, vegetation monitoring, GIS mapping, etc.

Conservation Teams are pre-trained and field ready, complete with gear, tools, vehicle and SCA-provided leadership, and require minimal supervision by the host site.

- Partner Cost Range: \$25,000 - \$150,000+ depending upon length, size, availability of housing, vehicle needs and other programmatic variables.



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SCA Intern/Crew Options

3. Conservation/Recreation Work Crews

SCA Conservation Work Crews consist of a group of 6-8 high school students supervised by two, trained SCA Crew Leaders (21 or older). Crews serve from two to five weeks during the summer and are turn-key, complete with gear, tools and vehicle(s) and require minimal host site supervision.

Crews complete hands-on resource management projects while learning outdoor skills, gaining environmental knowledge and participating in leadership development and team-building exercises. Crews typically camp-out on site.

- Partner Cost Range: \$25,000 - \$45,000 depending upon length, size, vehicle needs and other programmatic variables.



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SCA's Key Roles

- SCA provides intern applicants to site; site interviews and selects member(s).
- Work crews/teams are selected and placed by SCA in coordination with host sites.
- SCA administers all weekly compensation and member benefits including living allowance, travel grant, housing allowance (if applicable), commuting allowance (if requested), health insurance, AmeriCorps Education Award (if awarded) and SCA clothing/gear.
- SCA administers AmeriCorps and criminal background checks.
- SCA provides worker's comp coverage, liability and accident insurance and operates a 24-7 emergency response system for managing field incidents involving SCA members.
- SCA offers flexibility and accommodation to changing circumstances and unforeseen events.



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2017 SCA Cost Estimates

Standard Intern Benefits:

- Weekly Living Allowance – standard: \$85/week (12-16 week positions); \$160/week (17-52 week positions). Partners have option to increase weekly rate above standard (*will increase cost*).
- Travel Grant - \$650; \$1,100 if personal vehicle is required.
- Housing – provided by host site; if housing is not available a monthly ‘housing allowance’ can be budgeted.
- Health Insurance - interns serving 17 weeks or more are eligible for health insurance coverage (*included in cost estimates*).
- AmeriCorps Education Award – most interns are eligible to apply for an education award through SCA (valued between \$1,525 and \$5,730) however, education awards are never guaranteed due to restricted quantities. These awards are administered by SCA, not the Corps.
- Commuting Allowance – optional; primarily utilized for local interns when a Travel Grant is not provided.



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2017 SCA Intern Cost Estimates

	Intern Weeks	Cost Estimate		
		w/ housing provided	w/ \$500/mo. housing allowance	w/ \$750/mo. housing allowance
Short-term	12	\$4,965 - \$5,580	\$7,010 - \$7,625	\$8,035 - \$8,650
	16	\$5,910 - \$6,525	\$8,640 - \$9,255	\$10,005 - \$10,620
Long-term	26	\$13,085 - \$13,700	\$17,175 - \$17,790	\$19,225 - \$19,840
	39	\$18,380 - \$18,995	\$24,520 - \$25,135	\$27,590 - \$28,205
	52	\$23,680 - \$24,290	\$31,865 - \$32,480	\$35,960 - \$36,570

NOTES:

All cost estimates assume standard SCA benefits

All cost estimates include two types of Intern Travel Grants (car not required - car required/mandatory)

SCA Conservation/Recreation HS Work Crew Program

Summer 2017 Standard Crew Cost Estimates

	Crew Length	Crew Leaders	Crew Members	Estimated Partner Cost
	2 weeks	2	8	\$25,045
	3 weeks	2	8	\$29,390
	4 weeks	2	8	\$33,740
	5 weeks	2	8	\$38,085

NOTES:

All cost estimates assume SCA provided transportation for the Crew.

Process to Obtain Interns/Crews

*****NOTE:** If you have previous experience working with SCA through the former national cooperative agreement, please understand that the process has completely changed. It is strongly recommended that you review the Master Cooperative Agreement before submitting a request. Please follow these steps to request your interns, and understand that we are learning as we go and may update the process as we encounter new situations.

1. Requesting site prepares and submits a Work Order Description to the Fort Worth PMs in Operations (Kathy Gately/Jennifer Linde).
 - Include a comprehensive position description: location, internship duties, service dates/length, required/desired skills, logistics, housing, living allowance, driving requirements, transportation, training/education/skills, job hazard assessment, USACE points of contact, etc.
 - Allow **at least 16 weeks** between the submittal of the position request and the targeted start date.



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Process to Obtain Interns/Crews

2. During step 1, the requesting site should set up labor cross charges for the following and provide the information to the SWF PMs:

M2R0A00 (SWF PM- Linde and Gately)	\$1500
M2HO300 (Program Analyst Support)	\$200
M2P0700- (Contract/Grants Specialist)	\$1500
M2P0800- (Grants Officer)	\$500

*This is an estimate to get the work started. Additional funding may be needed depending on the requirement and complexity of the agreement.

3. Requesting site must state what substantial involvement the government will have with SCA. (i.e. Coordinate services relating to natural resources conservation or recreation management; Provide close monitoring daily during project performance and job training; Involve interns in development of program decisions such as outdoor recreation management, visitor services, and natural resources conservation, etc.)



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Process to Obtain Interns/Crews

4. Requesting site identifies the total budget amount available for interns/crews and the fund type.
5. Upon receipt of the Work Order Description, SWF PM creates project folders, work order spreadsheet entry, and checks Scope of Work to be in proper form.
6. Based on the information submitted by the requesting site, the SWF PMs will prepare the Statement of Objectives (SOO), the Request for Proposal (RFP), and the Project information Sheet (PIS) to be submitted to the Grants Specialist (GS) and Grants Officer (GO).
7. The SWF PMs enter the appropriate information into the Acquisition Tracking System (ATS). If it has not been provided prior to this, the PM will also notify the requesting office that the ATS is ready to be submitted to contracting and will require a labor cross charge code for the GS/GO. Specific amounts must be coordinated with SWG and SWF.



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Process to Obtain Interns/Crews

8. Requesting site provides PR&C for estimated funding of request. Site will need to set up a MIPR to M2R0A00 (SWF Operations) for the estimated amount designated by the PM.
9. The project is assigned to the GO/GS.
10. The SWF PMs will forward the SOO, the RFP, and the PIS to the GS/GO.
11. The GS submits the position per an RFP Letter to SCA. SCA completes and submits an SCA intern request form on the SCA on-line portal at <http://mysca.force.com/partner>.
12. SCA responds with proposal and a price estimate to the GO. Oftentimes there will be a period of discussion and adjustment before a cost estimate is finalized that meets the requesting site need and funding capacity.



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Recruitment Options

- a. **Recruitment of individual SCA interns 'nationally' by SCA:** SCA utilizes the intern request form to generate an applicant pool of interested and qualified candidates from SCA's national recruiting network.

SCA then provides a list of applicants to the requesting site POC once the work order is signed by SCA and the GO. Site POC reviews applicants, conducts phone interviews and notifies the GO, who then contacts SCA when a final selection has been made.

The requesting site may also choose to defer the interview and selection of interns to the SCA, if specified in the work order.



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Recruitment Options

- b. Recruitment of individual SCA interns 'locally' by SCA:** If the requesting site knows of a locally interested candidate, they may recommend to that person to submit an application to SCA. SCA in turn will contact the individual directly to guide them through the enrollment processes including completing an SCA internship application and performing a background check.

SCA then provides a list of applicants to the requesting site POC once the work order is signed by SCA and the GO. Site POC reviews applicants, conducts phone interviews and notifies the GO, who then contacts SCA when a final selection has been made.

The requesting site may also choose to defer the interview and selection of interns to the SCA, if specified in the work order.

Recruitment Options

- c. Recruitment of SCA work crews and teams:** After discussions with the site POC, the PM will prepare the SOO in coordination with the requesting site and forward to the GS. The GS will forward the RFP Letter and SOO to SCA. SCA will recruit, interview and select the crew/team leaders and members based upon the required knowledge and skills necessary to complete the identified work project and submit a proposal to the GS.

NOTE: At all times, Corps employees need to be very careful about not obligating the Government to any course of action or financial commitment when discussing aspects of this program outside USACE. For example, be careful discussing with potential interns benefits provided directly to them such as scholarship or tuition voucher programs administered by SCA, which are not part of this cooperative agreement.

Process to Obtain Interns/Crews

12. SCA will provide the following to the GS/GO:
 - i) Internship-specific cost estimate – detailed, line item budget in standard format
 - ii) Unique SCA position tracking number to be referenced on all funding documents
 - iii) Signed SF-424, Application for Federal Assistance that mirrors the SCA cost estimate.
13. GS/GO finalize proposal with SCA and submit proposal to the SWF PM and requesting site for technical and cost analysis.
14. The PM in coordination with the requesting site conducts a technical and cost analysis. The PM writes an acceptance memorandum which includes price and cost analysis. The technical analysis will include a Determination of Fair and Reasonable Price for GO Approval.
15. The technical and price analysis is submitted to the GS/GO.



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Process to Obtain Interns/Crews

16. Requesting site provides PR&C for funding of request.
 - PM will notify requesting site of the needed work order funds.
 - The requesting site will then need to set up a MIPR to SWF Operations for the amount the PM designates. If it has not been done prior to this step, they will also at this time need to set up a labor cross charge for the program analyst for \$200 to process the Customer Order.
 - Once the customer order (MIPR) is received, the program analyst will set up the contractual PRAC for GO for the Work Order.
17. Upon acceptance of the price and cost analysis, the GO signs GO Award Determination, and if necessary, coordinates legal review for legal sufficiency to award any Work Order/Modification that exceeds \$500K.



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Process to Obtain Interns/Crews

18. The GO awards Work Orders and Modifications.
19. The GS electronically places the Work Order in the SCA Account. A copy of the signed Work Order/Modification is also electronically distributed to SCA, the PM and Requesting Site by email.
20. The GS updates the DAADS system to record the obligation of funds or the de-obligation of funds.



Invoicing

- SCA will send invoices (SF 270) to the SWF PM as often as monthly, but may spread out to every two or three months depending on the length of the project. The SWF PM will send the invoices to the project for verification.
- Invoices should be reviewed by the project site within 48 hours (This is not a hard deadline. It is a recommended response time). Once verification is received from the project, the SWF PM will direct the program analyst in SWF to proceed with payment. The project is responsible for tracking and verifying hours worked.
- The SWF program analyst will input the invoice into CEFMS and send to Millington once all verification is made and the invoice is signed. ENG 93 forms are not required for cooperative agreements.

USACE Points of Contact

- Government Program Manager: Heather Burke, 503-808-4313
heather.d.burke@usace.army.mil
- SWF Project Manager: Jennifer Linde, 817-886-1578,
Jennifer.b.linde@usace.army.mil
- SWF Project Manager: Kathy Gately, 817-886-1590,
Kathleen.e.Gately@usace.army.mil
- Grants Specialist: Nicholas Aprea, 817-886-1268,
Nicholas.a.aprea@usace.army.mil
- Grants Officer: Traci Robicheaux, 409-766-6306,
traci.d.robicheaux@usace.army.mil



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SCA Point of Contact

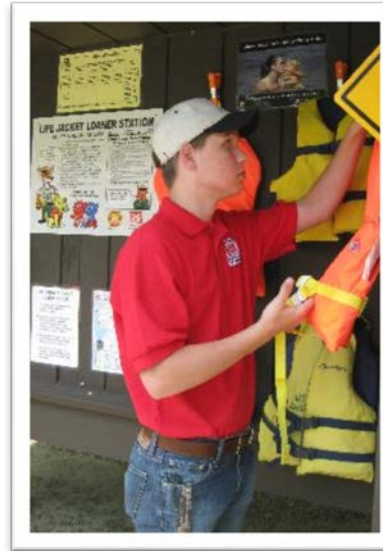
Gary King
SCA Partnership Development
603-504-3230
gking@theSCA.org



Pilot Project: Water Safety Interns

2016 Locations

- J. Strom Thurmond Lake, SAS
- John H. Kerr Lake, SAW
- Raystown Lake, NAB
- Coralville Lake, MVR
- IL Waterway-Peoria, MVR
- Carlyle Lake, MVS
- Wright Patman Lake, SWF
- Norfolk/Bull Shoals Lakes, SWL
- Barren River Lake, LRL
- Dale Hollow Lake, LRN
- Tuttle Creek/Milford Lakes, NWK
- Conchas Lake, SPA



Pilot Project: GIS Mapping Crew

- Primary Purpose: Mapping roads to meet DOT FLTP requirement
- Secondary: capturing recreation amenities/features while at sites
- Data to meet multiple needs:
 - Data model fine tuning
 - Recreation OCA
 - Recreation.gov
 - VERS
 - Verifying OMBIL Inventory
 - SPK/Project maps (visitor, master planning, etc)
- 10 SPK Recreation Projects
- 4 months of data collection
- Additional data cleaning and attributes still to occur by IWR and SPK



Pilot Project: Libby

Backlog in hiring in Seattle => work with SCA

- 3 outdoor maintenance
- 5 operations – tours, recreation assistance,
- Natural resource management duties
- 2 aquatic invasive species specialists for assistance at boat check stations
- Recruited locally; bringing back former pathways students and newbies



Lessons Learned

- Lesson #1 – Follow the SOP guidance from Fort Worth
- Lesson #2 – Changes to Statement of Objectives (SOO) require a mod to the agreement so get your details right the first time.
- Lesson #3 – It does take 16 weeks, so plan ahead.
- Lesson #4 – SCA staff have positive attitudes and are GREAT to work with in helping you get who you need.



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Pilot Project: Willamette Valley

- Two 52-week interns hired: excellent candidate pool because the longer positions include the full AmeriCorps education award. Other incentives:
 - Commuting allowance
 - \$1k training/ travel/ gear/ miscellaneous expenses allowance
- One intern for GIS and Environmental Stewardship tasks; second intern for trails and interpretation/outreach
- Results so far:
 - GIS maps and databases for natural resources
 - Assistance with boundary surveys and monument recovery
 - Outreach at sportsman/boat show
 - GPS inventory of all trails
 - Volunteer crews to clear brush



Pilot Project: Willamette Valley

- First year of agreement lessons learned:
 - Regional SCA contact was very helpful.
 - Internal Corps process was a bit confusing, especially the order of steps with SCA estimate, scope of work, and recruiting on SCA website.
 - Labor codes for Ft Worth were needed in both fiscal years - could not include \$ on MIPR



- Offsite housing (rental apartment) increases cost significantly; 2 interns hired to lower the individual cost.



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Resources: NRM Gateway SCA page

<https://corpslakes.erdcdren.mil/partners/national.cfm?Partner=sca>



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Natural Resources Management Gateway

to the future . . .

Home Visitors Lake Discovery Recreation Env Compliance Env Stewardship Partners
News/Events People Forums Learning GETS Tools New Postings Submit Index/Search ?

Student Conservation Association

The Student Conservation Association (SCA) is America's conservation corps. Our members protect and restore national parks, marine sanctuaries, cultural landmarks and community green spaces in all 50 states.

SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land.

Tens of thousands of green professionals, from park superintendents to urban planners, can trace their start to SCA. This is where college and high school students connect with nature, render hands-on service, gain new skills and perspectives, and launch a lifetime of stewardship.

- [Website](#)
- [Policy & Procedures](#)
- [Corps POCs/Testimonials](#)
- [Overview USACE/SCA Partnerships 2003-2010](#)
- [Social Media Sites:](#)    
- [Agreement](#)
- [Procedures to Request SCA Interns/Crews](#)
- [Success Stories](#)
- [SCA Public Safety Intern Training](#)

Questions?



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