

# Student Conservation Association National Cooperative Agreement



US Army Corps of Engineers  
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# Background

- Past history: Corps had a national cooperative agreement with SCA that was administered by Dept. of Army at Ft. Detrick until Nov 2013
- August 2015: Funding Opportunity Announcement posted on Grants.gov to request proposals from Youth Conservation organizations
- December 2015: SCA selected as recipient
- January 2016: Corps signed new national cooperative agreement directly with SCA. Administered by Fort Worth project managers in Operations and Galveston grants officer. (listed at end of slides)
- Authority: 33 USC 2339, WRDA 2000, Section 213a: Assistance Programs, as amended by WRRDA 2014, Section 1047(e)
- Summer/Fall 2016: Pilot projects tested to develop standard procedures for work orders



# About Student Conservation Association

- SCA is a nationwide force of high school, college-aged and young adults members engaged in protecting, restoring and interpreting America's public lands and green spaces.
- SCA has long standing partnerships with many federal, state and non-governmental agencies and a successful history of providing valuable support to our public land management partners.
- SCA members are diverse and motivated and offer contemporary knowledge, skills and abilities needed to enhance partner's resource management capacities and needs.
- Since 1957, SCA has been a conservation service industry leader in Youth Development, Risk Management, Safety and Field Operations, and has mentored and trained, in conjunction with their partners, over 80,000 program participants.



# About Student Conservation Association

SCA members serve in a variety of resource management disciplines and capacities including:

- 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





# 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.



# 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.



# 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.



# 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.





# 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.



# 2017 SCA Intern Cost Estimates

Length of Service	Estimated USACE Cost (vehicle not required)	Estimated USACE Cost (vehicle required)
12 weeks	\$5,200	\$5,800
26 weeks	\$13,400	\$14,000
39 weeks	\$18,900	\$19,500
52 weeks	\$24,300	\$24,900

*\*These are estimated costs for internship positions starting on/before September 30, 2017.*

*\*If it is mandatory for the intern to have access to a personal vehicle during their internship, the intern will receive an elevated travel grant.*

*\*Estimated costs above do not include costs associated with intern housing.*

*\*SCA will submit invoices based upon actual costs.*

*\*SCA estimates do not include administrative costs to SWF and SWG to process the work order.*



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



# Process to Obtain Interns/Crews

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

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

\*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.)



# 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 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, Org. code M2P0800/M2P0700. Specific amounts must be coordinated with SWG and SWF.





# Process to Obtain Interns/Crews

8. The project is assigned to the GO/GS.
9. The SWF PMs will forward the SOO, the RFP, and the PIS to the GS/GO. Once the documents are in the subfolder, the PM will send an email to the GO/GS and let them know the documents are ready.
10. 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>. 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.



# Recruitment Options

- a. **Recruitment of individual SCA interns ‘nationally’ by SCA:** SCA utilizes the Intern Position 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.



# 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 by SCA such as scholarship or tuition voucher programs administered by SCA, which are not part of this cooperative agreement.



# Process to Obtain Interns/Crews

11. SCA's 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 (PO-XXXXXXXXX) to be referenced on all funding documents
  - iii) Signed SF-424, Application for Federal Assistance that mirrors the SCA cost estimate.
12. GS/GO finalize proposal with SCA and submit proposal to the SWF PM and Requesting site for technical and cost analysis.
13. 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.
14. The Technical and price analysis is submitted to the GS/GO.





# Process to Obtain Interns/Crews

15. Requesting site provides PR&C for funding of request.
  - PM should notify Requesting Site for the funds needed for the work order.
  - The Requesting site will then need to set up a MIPR to M2R0A00 (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 M2H0300 for \$200 to process the Customer Order.
  - Once the Customer order (MIPR) is received the Program Analyst in M2H0300 will set up the contractual PRAC for GO for the Work Order.
16. 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.



# Process to Obtain Interns/Crews

17. The GO awards Work Orders and Modifications.
18. 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.
19. 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. 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 in M2H0300 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.





# Resources: NRM Gateway

<http://corpslakes.usace.army.mil/partners/national.cfm?Partner=sca>



US Army Corps  
of Engineers ®

## 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](#)

# USACE Points of Contact

- Government Program Manager: Heather Burke, 503-808-4313  
[heather.d.burke@usace.army.mil](mailto:heather.d.burke@usace.army.mil)
- SWF Project Manager: Jennifer Linde, 817-886-1578,  
[Jennifer.b.linde@usace.army.mil](mailto:Jennifer.b.linde@usace.army.mil)
- SWF Project Manager: Kathy Gately, 817-886-1590,  
[Kathleen.e.Gately@usace.army.mil](mailto:Kathleen.e.Gately@usace.army.mil)
- Agreement Administrator: Nicholas Aprea, 817-886-1268,  
[Nicholas.a.aprea@usace.army.mil](mailto:Nicholas.a.aprea@usace.army.mil)
- Agreement Administrator: Traci Robicheaux, 409-766-6306,  
[traci.d.robicheaux@usace.army.mil](mailto:traci.d.robicheaux@usace.army.mil)
- Grants Officer: Maria Rodriguez, 409-766-6331,  
[maria.e.rodriguez@usace.army.mil](mailto:maria.e.rodriguez@usace.army.mil)







# SCA Point of Contact

**Gary King**  
**SCA Partnership Development**  
**603-504-3230**  
**[gking@theSCA.org](mailto:gking@theSCA.org)**



# Questions?

