

**Student Conservation Association Cooperative Agreement  
Work Order Procedures  
Master Cooperative Agreement W9126G-16-2-0004  
The Student Conservation Assoc. Inc. (SCA)**

**The Requesting Site (Lake Project/District/Division) can obtain a copy of the Master Cooperative Agreement No. W9126G-16-2-0004 and a sample statement of objective (SOO)/work order description from the Government Project Managers (PMs) in Fort Worth, Ms. Jennifer B. Linde 817-886-1578, or Ms. Kathy E. Gately 817-886-1590.**

**Summary of Types of Services offered by this CA**

- **Conservation/Recreation Work Crews.** High school or college-age students assigned to short-term work crews to accomplish work such as trail construction/maintenance
- **Conservation/Recreation Teams.** Teams of college-age and/or graduate-level interns, including veterans, engage in projects that address critical natural resources and recreation management issues including studying geophysical or ecological systems, analysis of public resource use and impacts, climate change research, wild land fire research and prevention, and environmental education. This includes broader-based national actions such as visitor services and surveys, public safety, veterans' programs, Level I inventories and invasive species initiatives.
- **Conservation/Recreation Interns.** College-age and young adults, including veterans gaining on-the-job experience in environmental and social science research, public service and safety, and natural resources and recreation management through individual service placements ranging from a few months to one year.
- **Special Outreach Programs.** Training and leadership opportunities to young men and women from culturally and ethnically diverse backgrounds who are underrepresented in the conservation professions. Program enables urban and diverse young people from high school to post-college age to better connect with the natural world, to build work skills for environmental protection and to train as leaders
- **Team/Work Crew Leaders.** Provide qualified, capable and experienced conservation/recreation team/work crew leaders, twenty one years or older, to provide fulltime onsite crew supervision in accomplishing projects.

**PRE-AWARD:**

- 1) The Requesting Site shall prepare and submit the Work Order Description (SOO) to the SWF PMs. The scope will 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. **It is strongly recommended that the requesting site review the Master Cooperative Agreement before submitting a Work Order Description and not make assumptions based on previous experience with the SCA. NOTE: Allow at least 16 weeks between the submittal of the position request and the targeted start date.**
- 2) During step 1, the requesting site should set up labor cross charges for the following and provide that information to the SWF PM's:

<b>M2R0A00 (SWF PM- Linde and Gately)</b>	<b>\$1500</b>
<b>M2H0300 (Program Analyst Support)</b>	<b>\$200</b>
<b>M2P0700- Contract Specialist/Grants officer</b>	<b>\$2000</b>

\*This is an estimate to get the work started. Additional funding may be needed depending on the requirement and complexity of the agreement. Additional funding may also be requested at the end of the period of performance to close out the agreement.

- 3) The Requesting Site shall 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; Will the interns be involved in the development of the program decisions such as outdoor recreation management, visitor services, and natural resources conservation; etc.
- 4) The Requesting Site shall identify the total budget amount available for the interns/work 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 PM's will prepare the 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 will 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 M2P0700. Specific amounts should be coordinated with SWF.
- 8) Requesting site also provides PR&C for estimated funding of request. The Requesting site will need to set up a MIPR to M2R0A00 (SWF Operations) for the estimated 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 Grants Officer for the Work Order.
- 9) The project is assigned to the GO/GS.
- 10) The SWF PM's will forward the SOO, the RFP, and the PIS to the GS/GO or place these documents in a subfolder on the "Shared" drive. \\Swf-netapp2.swf.ds.usace.army.mil\common\SWF-FS3FTW\Userdirs\EV\E\CESU and Cooperative Agreements\Projects\Other CA Proj.

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.

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>. SCA responds with proposal and a price estimate to the GO. SCA cost estimates are developed through a standard cost and pricing structure. Estimates include both direct and indirect costs and are ultimately determined by the number of service weeks and the established incremental costs (i.e. benefits and allowance rates). Typical inputs that drive the formulation of the cost estimate include internship length (in weeks), weekly living allowance rate (standard or elevated), housing expense (if/as needed), personal vehicle requirements, weekly commuting allowance rate (if/as needed) and recruitment strategy (local or national). 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.
- 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.
- 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.

**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.**

12) SCA's response 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-XXXXXXX) 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 Price 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.
- 16) If needed, the requesting site also provides PR&C for funding of request if the amount is greater than the estimated amount in the Statement of Objectives. The Requesting site will need to set up a MIPR to M2R0A00 (SWF Operations) for the estimated amount the PM designates. Once the Customer order (MIPR) is received the Program Analyst in M2H0300 will set up the contractual PRAC for Grants Officer 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.
- 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

20. SCA will send invoices 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. 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.

According to SWF Office of Counsel, grants and cooperative agreements are not bound by the Prompt Payment Act. Payment guidance for grants and cooperative agreements are found in 32 CFR 32.22, and direct only that payments should be made “generally” within 30 days after a proper invoice is received. However, invoices should be reviewed by the field within 48 hours of receipt so that the SWF PM can direct RM to proceed with payment.

Invoice (SF 270, Progress report) from SCA to SWF (set up email account that goes to PM, GO, PA)

The Program Analyst in M2H0300 will input the invoice into CEFMS and send to Millington once all verification is made and the invoice is signed. ENG93's are not required for cooperative agreements.

1. Check invoice for completeness and accuracy
2. Input into invoice tracking spreadsheet
3. Send invoice to requesting site for verification
4. Upon verification, input into CEFMS
5. Send to Millington
6. Invoice electronically paid to SCA
7. When paid finalize invoice in tracking spreadsheet

#### MOD of Work Order

1. Requesting site sends any needed funding and Scope MOD document to SWF PM
2. SWF PM creates MFR CLIN funding, generates new schedule if needed
3. Schedulers increase budget
4. PM distributes funding
5. SWF PM inputs into ATS
6. Assigned to Grants Specialist and Grants Officer
7. GO awards MOD (mods exceeding \$500K require Legal review)

#### Close Out of Work Order

1. SCA sends WO Final Invoice SF270, final Progress Report, SF425 Federal Financial Report
2. SWF PM verifies with Requesting Site that work complete, all Deliverables received, any Government furnished equipment returned
3. SWF PM creates closeout MFR.
4. PM inputs ATS for a modification if the de-obligation of funds that exceeds \$1000.00 and provides a Labor Code. If the de-obligation is less than \$1000.00 proceed to Step 7 without a modification. **At this time additional labor may be needed for Contracting if prior Labor cross charge code is exhausted.** The Program Analyst in M2H0300 can help monitor when funds have been de-obligated and request that Resource Management Office (RM) return to the requesting site any remaining dollars. The PM can then notify the Requesting site to de-commit any remaining labor dollars for Contracting, Program Manager and Program Analyst (PA). The PA in M2H0300 can assist the PM with a tracking spreadsheet of all customer orders, funding and labor cross charges.
5. The GS inputs a modification in PD2 and enters de-obligation in CEFMS
6. GO signs the modification
7. GO de-obligates funds in CEFMS
8. GS processes DAADS report & makes distribution of the modification.
9. RM returns any unused funding