



The Corps Network



Participating Agreement with the U.S. Fish and Wildlife Service

The Corps Network Master Participating Agreement (F18AC00372) applies to the U.S. Fish & Wildlife Service (FWS) and is a nationwide agreement that can be used by any FWS Office for awards to Full Member organizations of The Corps Network (TCN).

Objective

The purpose of this agreement is to provide Corps with a mechanism to assist FWS in its mission of working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. Corps help leverage FWS staff capacity by supporting habitat restoration, inventorying and monitoring, and wildlife management efforts. Corps play a key role in both meeting the needs and goals of the refuges while introducing the next more diverse generation of hunters, fishermen, outdoor recreationists and land managers and stewards.

How It Works: Steps of Engagement

1	Local FWS sites identify a project that can be completed by a Corps
2	The NPS site may reach out to TCN directly or to a TCN Member Corps
3	TCN Member Corps can reach out for assistance or create their detailed budget for the project. <ul style="list-style-type: none"> a. The Cooperative Agreement requires 25% match from the Corps, based on the total project budget, not just the federal funds. The match can be cash or in-kind. b. The Corps Network charges a 5% administrative fee, on the federal portion of funding to cover TCN staff time with the initial task agreement paperwork, reimbursement processing, report submission, and technical assistance.
4	Once the detailed budget is complete, The Corps Network will fill out the relevant SF-424 forms.
5	FWS and the Corps will define their expectations and roles for the project in the draft task order.
6	The Project Officer will submit the draft task order, SF-424 forms, and detailed budget to the appropriate Regional Awarding Officer within FWS.
7	TCN and the Corps receive an e-mail within the official paperwork after FWS has approved it. TCN will sign the Task Order and create a Project Agreement between TCN and the Corps.
8	TCN creates a reimbursement template that the Corps will use to track their expenses along with any receipts, payroll, etc. TCN will reimburse Corps' actual expenses on a monthly basis.
9	The Corps must submit an annual performance report to TCN that will be passed on to FWS.

Contact: Lauren Edwards-Johnson, ledwards-johnson@corpsnetwork.org, 202-737-6272.