



The Corps Network



Master Youth Agreement with the National Park Service

The Corps Network Cooperative Agreement (P20AC00118) applies to the National Park Service (NPS) and is a nationwide agreement that can be used by any NPS office for awards to Full Member organizations of The Corps Network (TCN).

Objective

This purpose of this agreement is to provide a mechanism for the National Park Service to engage more Service and Conservation Corps in completing mission-critical projects at NPS sites across the country. Corps have a history of assisting parks in a range of activities, including trail construction, habitat restoration, fire fuel management, data collection, historic preservation, and many other projects to maintain our country's natural and cultural assets.

How It Works: Steps of Engagement

1	Local NPS 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	The NPS site typically asks for a cost estimate from the Corps based on the scope of work, duration of the project, and number of Corpsmembers needed.
4	TCN Member Corps can reach out for assistance or create their detailed budget for the project. 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.
5	Once the detailed budget is completed, The Corps Network will complete the required SF-424 federal financial forms.
6	NPS and the Corps will define expectations and roles for the project in the draft task agreement.
7	The Agreements Technical Representative (ATR) will submit the Task Agreement, SF-424 forms, and detailed budget to the appropriate Regional Awarding Officer within NPS.
8	TCN and the Corps will receive an email with the official paperwork after NPS has approved it. TCN will sign the Task Agreement and create a Project Agreement between TCN and the Corps.
9	TCN will create a reimbursement template that the Corps will use to track their expenses. TCN will reimburse the Corps' actual expenses on a monthly basis.
10	The Corps must submit a quarterly performance report to TCN that will be passed on to NPS.

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