

**Award Number:** P14AC00929

**Project Number**: MNA-67

**CFDA #:** 15.945

**Park/NPS Unit:** Navajo, Walnut Canyon, and Wupatki National Monuments

**Title of Project:** Conserve Prehistoric Textiles and Increase Accessibility to Monument Artifacts at Museum of Northern Arizona

**Administered through the:**  Colorado Plateau Cooperative Ecosystem Studies Unit Cooperative Agreement Number H1200-09-0005

**CESU Partner:** Museum of Northern Arizona

**PROJECT CONTACTS:**

**Principal Investigator:** *Elaine Hughes, Collections Director, Museum of Northern Arizona, 3101 N. Fort Valley Rd., Flagstaff, Arizona 86001-8348, (phone) 928-774-5211 ext. 228, (fax) 928-779-1527, (email) ehughes@mna.mus.az.us*

**Partner Administrative Contact*:*** *Lynn Yeager, Controller, Museum of Northern Arizona, 3101 N. Fort Valley Rd., Flagstaff, Arizona 86001-8348, (phone) 928-774-5213, (fax) 928-779-1527, (email) lyeager@mna.mus.az.us*

**NPS Certified ATR:** *Gwenn Gallenstein, Museum Curator, Flagstaff Area National Monuments, Museum of Northern Arizona, 3101 N. Fort Valley Rd., Flagstaff, Arizona 86001, (phone) 928-527-0322, (fax) 928-779-1527, (email)* [*gwenn\_gallenstein@nps.gov*](mailto:gwenn_gallenstein@nps.gov)

**FUNDING INFORMATION:**

**Amount Funded:** $55,186.00

**NPS Account Numbers (amounts in parentheses):** PX.P0185113A.00.1, PPIMFLAGR4, PPMRSCR1C.CM0000, 144P103601 ($40,612.00); PX.P0187720A.00.1, PPIMFLAG5R, PFE00FEPR.I00000, XXXP511025 ($14,574.00)

**Fund Source (e.g., ONPS, FLREA, CRPP, CESU, etc.):** SCC Cultural Resources

SCC FLREA

NPS Funding

Is this funded using a reimbursable account number? If yes, IMR contracting needs a copy of the Interagency Agreement.

**PROJECT DATES:**

**Start Date:** September 1, 2014

***NOTE: This Task Agreement will become effective on the date of final signature or the effective date of the Award document, whichever is later.***

**End Date:**  December 31, 2017

**NPS Administrative Contacts**

**CESU Coordinator (Acting):** Todd Chaudhry, PhD, National Park Service/CPCESU, NAU P.O. Box 5765, Flagstaff, AZ 86011, 928-523-6638, Fax: 928-523-2014; *todd\_chaudhry@nps.gov*

**Intermountain Region Administrative Contact:** Kelly Adams, Grants and Agreements Specialist, National Park Service, 12795 West Alameda Pkwy, Lakewood, CO 80228. Phone: 303-969-2303 Fax: 303-969-2992 Email: Kelly\_adams@nps.gov

**FEDERAL FINANCIAL REPORTS AND DRAWDOWN SCHEDULE:**

***Federal Financial Reports*** (Check as required for project based on spending plan, period of performance, risk, cooperator history, etc.)

{X} Quarterly { } Semi-annually { } Annually { X} Final

**Project SCHEDULE AND TECHNICAL REPORT DEADLINES:**

List all technical reports and products in sequential order as required in the scope (more lines and milestones can be added as needed):

*Project Start Date* – September 1, 2014

*Technical progress reports –* { } Quarterly { } Semi-annually { X} Annually

*Draft Final Report* – October 31, 2017

*Final Report* – December 1, 2017

*Project End Date* – December 31, 2017 (project reports/deliverables are due)

*Final SF425 FFR* must be submitted within 90 days of project end date

**PAYMENTS**

**2 CFR PART 215.22*:*** Cash advance (drawdown) to recipient organization shall be limited to the minimum amounts needed and be timed to be in accordance with the actual immediate cash requirements of the recipient organization in carrying out the purpose of the approved program or project. The timing and amount of cash advances shall be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program or project costs and the proportionate share of any allowable indirect costs.

**2 CFR PART 215.25 (8)(e)(1):** Incur pre-award costs 90 calendar days prior to award or more than 90 calendar days with the prior approval of the Federal awarding agency. All pre-award costs are incurred at the recipient’s risk. (i.e. the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs.)

**CESU REQUIRED PRODUCTS (may be different from those products required by the ATR – See Statement of Work for Products required by the NPS unit):**

The Principal Investigator will prepare a brief report abstract suitable for public distribution and two hard copies and an electronic version (in PDF file format) of the final report and mail all toTodd Chaudhry, National Park Service, CPCESU, NAU P.O. Box 5765, Flagstaff, AZ 86011. Please be sure to include the project number (e.g.; NAU-###, UMT-###, UAZDS-###) and the P number on the cover page of the final report.

**PROJECT ABSTRACT:**

A textile conservator and student trainee will be hired to humidify, realign yarns, remove dirt from, flatten, remove from acidic mounts, and re-house 270 non-burial related damaged prehistoric cotton textiles from Navajo, Walnut Canyon, and Wupatki National Monuments at the Museum of Northern Arizona (MNA). These prehistoric remnants of clothing were found crumpled by archeologists in the 1930s and 1960s. Their condition has remained unimproved since excavation. Due to creasing, they cannot be adequately studied or fully viewed. There is no option but conservation treatment to make the textiles researchable and viewable. The conservation process will be documented both in report form and by taking before and after photographs of each textile and placing the images on each monument’s website. The conservator will train the project student and MNA collections staff on the flattening and cleaning of textiles and be available to educate the public on tours to the MNA Easton Collection Center (ECC) where the work will be performed. In addition, the student trainee will organize the Navajo, Walnut Canyon, and Wupatki National Monument archeology objects within the cabinets of the ECC, update locations in the Interior Collections Management System (ICMS), and create labels for the most noteworthy artifacts so that these objects can be made more accessible to the visiting public on tours.

**Scope of Work:**

Working together, the MNA PI and the Flagstaff Area National Monuments (FLAG) Curator (who is also the ATR on the project and located on MNA grounds) will both work directly with the textile conservator and student trainee, providing direction on the project and supervision of the project personnel.

Museum of Northern Arizona tasks (PI tasks):

* Hire and pay a textile conservator to work on the project. The person must have a Masters degree and past experience humidifying, realigning yarns, removing dirt from, flattening, removing from acidic mounts, and re-housing prehistoric textiles. In addition to conserving the 270 prehistoric textiles, the conservator will do condition reporting and take before and after digital photographs of each textile.
* Hire and pay a student trainee to work on the project.
* Co-supervise, aside the Flagstaff Area National Monuments Curator (ATR), the textile conservator and student trainee.
* Provide space in the ECC for the textile conservator and student trainee to perform their work.
* Provide access to an MNA computer on which ICMS is installed to update ECC cabinet locations and catalog previously un-cataloged NPS collections.
* Provide additional cabinet drawers in the ECC for flattened textiles needing additional space.
* Set aside a training date for MNA Collections staff to learn how to conserve prehistoric textiles.
* Set aside at least one public tour day at the ECC which features the textile conservator and the work that s/he is accomplishing and why the project is necessary.
* Submit annual progress reports to the ATR, due December 15, 2014, December 15, 2015, and December 15, 2016.

National Park Service tasks (ATR tasks):

* Serve as a member of the hiring team for the selection of the textile conservator and student trainee.
* Co-supervise, aside the MNA Collections Director, the textile conservator and student trainee.
* Working with the MNA PI, train the conservator on what will be included in the “before” and “after” condition reports for each textile and on how to photograph each specimen.
* Train the student trainee on ICMS, handling of artifacts, cataloging, and all tasks associated with the project.
* Provide space in Room 5 of the MNA Administration Building (ATR’s office) if the textile conservator and student trainee need additional space.
* Purchase and provide all needed project supplies.
* Provide the conservator with the textiles needing conservation treatment.
* Review each annual report and the final report and provide comments within 30 days of receipt.
* Approve the final product.
* Obligate the full amount of funding for the project.
* Attend the textile conservation training at the ECC.
* Upload the before and after photos onto ICMS into each textile’s catalog record.
* Take photos of the conservation project and conservator for exhibiting on the internet.
* Submit selected images of the textile conservation project to website administrators of the Navajo, Walnut Canyon, and Wupatki National Monuments websites for uploading, providing a project blurb on the conservation project.

**COOPERATIVE AGREEMENTS OR TASK AGREEMENTS INVOLVING COOPERATORS WORKING ON-SITE**

**Background**

In cooperative agreements or task agreements with universities where the university utilizes interns, student employees, research associates (RAs) or cooperators on-site (hereafter called “cooperator personnel”), these cooperator personnel sometimes work on government sites in close proximity to federal employees. It is illegal (without specific statutory authority) for federal employees to directly supervise the cooperator personnel or any university employees or for the students or other university employees to supervise federal employees. When cooperator personnel are working on an NPS site, it is important that there is a clear distinction between students and federal employees.

**Office Environment and Vehicles**

* The office space of the cooperator personnel and NPS personnel should be clearly labeled (name and NPS or University affiliation on office or cubicle space).
* Cooperator personnel should be listed separately from NPS personnel in telephone lists, other identification or organizational rosters, and publication credits.
* Cooperator personnel should not receive “all-employee” e-mail or other communications intended for NPS personnel (unless it relates directly to the work the cooperator is doing for the NPS). When the e-mail does relate to the work being done, a copy of the same e-mail message should be sent to the University or cooperator’s supervisor.
* Cooperator personnel may use NPS e-mail systems when the communication relates directly to the work the cooperator is doing for the NPS. The e-mail addresses of the cooperator personnel must include a label associated with their NPS e-mail address that identifies the cooperator’s status (i.e., “Linda Webb, Cooperator” would be the label associated with the e-mail address, [linda\_webb@contractor.nps.gov](mailto:linda_webb@contractor.nps.gov)). Doing so clearly identifies this individual each time they send an e-mail message using the NPS system, and it identifies their status as a research associate, student intern or student employee in the e-mail directory.
* Unless stipulated in the agreement, cooperator personnel should not drive government vehicles.
* Unless stipulated in the agreement, cooperator personnel should not ride as a passenger in a government vehicle. When this is planned as part of the agreement, an appropriate amount of liability insurance should be negotiated.
* Prior written approval by the Park Superintendent or Center Manager must be obtained in order for a task to allow cooperator personnel to drive or ride in government vehicles.

**Supervision and Scheduling**

* Each task must specify the university’s/cooperator’s supervisor for the cooperator personnel.
* Unless stipulated in the agreement, NPS staff should not set hours for cooperator personnel, specify where the work should be done, or conduct performance appraisals. National Park Service staff may give performance feedback to the cooperator personnel supervisor.
* Cooperator personnel should report leave, scheduling, and other related issues to the university or cooperator’s supervisor, not to NPS employees. The supervisor of the cooperator personnel should then communicate with the NPS. National Park Service employees cannot directly supervise cooperator personnel on a day-to-day basis. Work should be given to the cooperator personnel (via the cooperator’s supervisor) on a “task basis.” Cooperators should work without NPS supervision to accomplish each task, although technical consultations and cooperation is permissible.
* The Cooperator will be responsible for any disciplinary action needed to correct student employee conduct or performance problems. The NPS agreements technical representative will inform the university/cooperator’s supervisor of any conduct or performance problems.
* The Cooperator will remove student employees from their positions if they fail to improve performance or address conduct issues.
* The NPS will review and provide feedback to students or interns regarding work assignments.
* The NPS will inform the cooperator of conduct or performance problems with cooperator personnel so that the university can counsel employees and correct the performance problems.
* The NPS will recommend to the cooperator dismissal of cooperator personnel based on conduct or performance issues.
* The Cooperator will hire students, interns or RAs to work on NPS tasks identified in the agreement. Hiring will be conducted in consultation with the NPS Agreements Technical Representative (ATR).
* The Cooperator will: pay students, interns or RAs for hours they have worked in support of the agreement.

**Representation and Communication**

* Cooperator personnel cannot in any way represent themselves to the public as NPS employees.
* Cooperator personnel are required to wear visible identification at all times.

**Other Issues**

* Cooperator personnel should not list an NPS affiliation on publications, but rather should list the cooperative agreement under which the work was performed.
* Cooperator personnel should not be invited to official NPS “social” events.
* Cooperator personnel will follow the local policy of the facility when federal facilities are closed due to early release for holidays, snow days, etc.

**PRODUCTS:**

* Two hundred and seventy (270) prehistoric textiles conserved by October 31, 2017.
* Three (3) annual progress reports made during the project: due December 1, 2014, December 1, 2015, and December 1, 2016.
* Final condition reports and before and after photos for each textile to NPS ATR by October 31, 2017.
* One (1) final report from MNA PI to the NPS ATR and CPCESU Coordinator due by December 31, 2017.

**BUDGET:**

Principle Investigator @ $29.00 per hour w/26% benefits for 70 hours……………………$ 2,558.00

(hiring, project oversight, report production)

Textile Conservator @ $30.00 per hour w/13% benefits for 890 hours……………………$30,171.00

Student trainee @ 15.00 per hour w/13% benefits for 840 hours……………………..……$14,238.00

CESU cost (17.5% of project)……………………………………………………………….$ 8,219.00

TOTAL………………………………………………………………………………………$55,186.00