

**Award Number:** P14AC01254

**Project Number**: NAU-453

**CFDA #:** 15.945

**Park/NPS Unit: IMRO**

**Title of Project: Northern Arizona University Operations of the CPCESU Program – Internships and Program Coordinator Support**

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

**CESU Partner: Northern Arizona University**

**PROJECT CONTACTS:**

**Principal Investigator:** James Allen, Executive Director, School of Forestry, and CPCESU Director, Northern Arizona University, Building 82 - Room 124, Flagstaff, AZ 86011; (phone) 928-523-5894, (fax) 928-523-1080, (email) james.allen@nau.edu

**Co-Investigator :** Laurie Thom, CPCESU Program Coordinator, Northern Arizona University, room Building 82- Room 132; (phone) 928-523-5549, (fax) 928-523-1080, (email) laurie.thom@nau.edu

**Partner Administrative Contact*:***Cindy Judge, Grant and Contract Administrator, Office of Grant and Contract Services, Northern Arizona University, 1298 S. Knoles Dr., ARD Bldg. 56, STE. 240, Flagstaff, Arizona 86011-4130, (phone) 928-523-6917, (fax) 928-523-1075, (email) cindy.judge@nau.edu

**NPS Certified ATR:** Todd Chaudhry, Interim CPCESU Research Coordinator, National Park Service/CPCESU, NAU P.O. Box 5765, Flagstaff, AZ 86011, (phone) 928-523-6638, (fax) 928-523-2014; (email) todd\_chaudhry@nps.gov

**FUNDING INFORMATION:**

**Amount Funded: $5,497**

**NPS Account Numbers (amounts in parentheses): PPIMIMRO3B PX.XIMROCCT4.00.1 ($5,497)**

**Fund Source (e.g., ONPS, FLREA, CRPP, CESU, etc.): CPCESU Travel/Other (Region Base)**

[x] NPS Funding

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

**PROJECT DATES:**

**Tentative Start Date: July 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: June 30, 2016**

**NPS Administrative Contacts**

**Interim CESU Coordinator:** Todd Chaudhry, 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:**

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

{ } Quarterly { } Semi-annually {X} 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* – July 1, 2014

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

(Check as needed from PI to monitor progress of specific project. Content should be addressed in the scope.)

*CPCESU Project Database Update –* Provided annually NLT than October 31 of the year.

*Draft Final Report* – January 31, 2016

*Final Report* – June 30, 2016

*Project End Date* –June 30, 2016

*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**,** CPCESU Research Coordinator, 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:**

The mission of the NPS side of CPCESU is to serve non-federal partners to develop collaborations between NPS and these partners to carry out science research in support of important resources both on the Colorado Plateau and nationwide. To maintain these effective collaborations requires effort on the part of the host university to meet the needs of the partners and the CPCESU university support staff. In addition, NAU provides opportunities through the CPCESU for students to learn website management and database management through its public-facing website and project database, respectively. This agreement will provide the opportunity for 1-2 student interns to gain valuable “outside of classroom” experience with the website and the database and provide general support for the CPCESU.

**Scope of Work:**

The modest amount of funding being provided for this task agreement will provide an opportunity for:

* A student to learn data entry and data queries for the CPCESU Project Database.
* A student to learn website maintenance, including posting of links to final project reports, job and internship announcements, funding opportunities, both grants and CESU task agreements, project highlights, updating federal documents and processes for transparency to the public.

NAU will be responsible for:

* Hiring an interested and qualified student to keep the CPCESU website up to date.
* Posting of job and internship announcements, funding opportunities, project highlights, links to project final reports and partner contact information.
* Maintaining electronic archives of all NPS projects on the NAU/CPCESU shared site.
* Hiring an interested student to manage the CPCESU project database.
* This student will be taught how to do data entry into the Microsoft Access CPCESU Project Database for new NPS projects, modifications to existing projects and perform data queries for both federal and non-federal data requests.
* Adding to the CPCESU network of contacts

The NPS CPCESU will be responsible for:

* Reviewing applications from students interested in either the website management or database management internships
* Interacting with Dr. Jim Allen, CPCESU Director, and Laurie Thom, CPCESU Program Coordinator, on issues impacting both federal and non-federal partners
* Providing content for the CPCESU website such as electronic final reports, job and internship announcements, funding opportunities, NPS project highlights and up-to-date agreement documents needed by parks and cooperators to create task agreements under the master cooperative agreement

The NPS CPCESU and the cooperator will jointly be responsible for:

* Mentoring the website and database intern(s)
* Interfacing with CPCESU federal and non-federal partners to communicate announcements and any important information related to CPCESU issues.
* Making CPCESU project data available to agencies and non-federal partners as needed

**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). 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:**

* Studentinternship(s) completed and providing support for CPCESU operations including website, database, and file management.