

**Award Number:** P14AC00729

**Project Number**: UAZCP-304

**CFDA #:** 15.945

**Park/NPS Unit:** Grand Teton National Park (GRTE), Tonto National Monument (TONT)

**Title of Project:** Research and Preserve Ethnographic and Prehistoric Museum Collections

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

**CESU Partner:** University of Arizona Board of Regents

**PROJECT CONTACTS:**

**Principal Investigator:** Richard Stoffle, Bureau of Applied Research in Anthropology, University of Arizona, PO Box 210030, Tucson, AZ 85721-0030; telephone: (520) 621-2462; fax: (520) 621-2088; email: rstoffle@email.arizona.edu

**Partner Administrative Contact*:*** Sherry Esham, Director, Sponsored Projects, University of Arizona, P.O. Box 3308, Tucson, AZ 85722; telephone: (520) 626-6000; fax: (520) 626-4130; email: sponsor@email.arizona.edu

**NPS Certified ATR:** Tef Rodeffer, Program Manager, Museum Services Program, Western Archeological and Conservation Center, 255 N Commerce Park Loop, Tucson, AZ 85745; telephone: (520) 791-6401; fax: (520) 791-6465; email: tef\_rodeffer@nps.gov

**NPS Technical Expert:** Brynn Bender, Conservator, Museum Services Program, Western Archeological and Conservation Center, 255 N Commerce Park Loop, Tucson, AZ 85745; telephone: (520) 791-6430; fax: (520) 791-6465; email: brynn\_bender@nps.gov

**NPS Technical Expert** : Bridgette Guild, Curator, Grand Teton National Park, Science and Resource Management, P.O. Drawer 170, Moose, WY 83012; telephone: (307) 739-3494 (Moose), (307)739-3599 (Colter Bay); Fax: (307) 739-349-0255; email: bridgette\_guild@nps.gov

**NPS Technical Expert:** Roger Dorr, Chief of Resource Management and Archeologist, Tonto National Monument, 26260 N. AZ Hwy 188, Lot 2, Roosevelt, AZ 85545; telephone: (928)467-2241 x 8300; fax: (928)467-2353; email: roger\_dorr@nps.gov

**FUNDING INFORMATION:**

**Amount Funded: $192,728**

**NPS Account Numbers (amounts in parentheses):**

**PX.P0134728C.00.1 Cost Ctr: Cost Center PPIMGRTE00 Functional Area PPMRSCR1C.CM0000 ($181,428) “GRTE Vernon Collection”**

**PA.P0189991B.01.1 Cost Ctr: Cost Center PPIMTONT00 Functional Area PPMOMFM1M.M00000 ($11,300) “TONT exhibit”**

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

[x] 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:** August 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:** July 31, 2018

**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 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* – August 1, 2014

Catalog numbers applied to GRTE objects – October 1, 2014

Condition reports, photographs, treatment proposals, treatment reports, stabilize and pack TONT objects – June 30, 2015

Condition reports, photographs, contact sheets, treatment proposals, storage mounts, treatment reports, and stabilize GRTE objects – October 31, 2017

Project summary poster, student research – March 1, 2018

*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.)

*Investigator’s Annual Report (IAR)* – N/A

*Database, Collections/Specimens, Archives, and Maps provided to the NPS ATR or Technical Expert* –

*Draft Final Report* – May 31, 2018

*Final Report* – June 30, 2018

*Project End Date* – July 31, 2018 (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 toJudy Bischoff, 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:**

This project will continue efforts to research and preserve NPS museum collections stored at the Western Archeological and Conservation Center (WACC). It will increase public awareness of and educate students on the preservation of ethnographic and prehistoric objects in museum collections. Museum collections will be researched to provide complete descriptive information and photographed as part of the documentation process. This information is currently incomplete and it is a crucial step in making object data available to researchers and the public.

The collection of 280 Grand Teton National Park (GRTE) and Tonto National Monument (TONT) museum collection objects has been selected as the focus for this project because of the diversity of experience and range of solutions that will be needed to address preservation issues and provide for a full range of museum activities. This project will provide an ideal opportunity for students to acquire diverse skills related to performing research into descriptive information related to museum collection objects, understanding conservation analysis techniques, preventive care, packing and rehousing to museum standards, conservation, collections management, and communicating this kind of information to the general public.

**Scope of Work:**

The Intermountain Region Museum Services Program (MSP) curates museum collections at the Western Archeological and Conservation Center (WACC) for many parks. At risk museum collections have deteriorating conditions and lacking descriptive information. Cooperators will work with the NPS Conservators and Curator, employing existing protocols and research strategies to document and stabilize 280 items from Grand Teton National Park (GRTE) and Tonto National Monument (TONT). These items have been selected because of the diversity of experience and range of solutions that will be needed to address preservation issues and provide for a full range of museum activities. The project involves providing an opportunity for students at the University of Arizona with pre-program conservation interest and museum interest to acquire experience in rehousing objects, performing research for the catalog record, photography of objects, packing art for transport, and stabilizing ethnographic and prehistoric objects. Considerable training will be provided to the cooperator in order to furnish diverse museum experiences in photography, stabilization and rehousing of ethnographic collections, and an understanding of the diversity of materials within ethnographic collections that are culturally affiliated with multiple tribes. A significant portion of that training will be delivered in a team setting, as the individuals work directly with NPS staff in systematically completing this rehousing and stabilization. Student involvement in researching objects during examination for descriptive information to incorporate into museum catalog records and developing a poster to describe preservation for new audiences will not only provide an important training opportunity for them to learn about conservation and museum processes, it will provide a holistic picture of preservation components and will enhance understanding of manufacturing techniques and culturally identifiable designs.

The basic levels of proficiency in critical thinking, communication and resource management will be provided to students to pursue careers in a museum field and attain understanding of issues related to complex ethnographic and prehistoric collections. Specific to the field of conservation, students will be educated on the sensitivity to the physical integrity and intangible qualities of cultural heritage. This project will provide an ideal opportunity for students to acquire diverse skills related to performing research into descriptive information related to museum collection objects, understanding analysis techniques, preventive care, packing and rehousing to museum standards, conservation and collections management. The research team at the Bureau of Applied Research in Anthropology will have the opportunity to acquire background on museum collections to advise during tribal consultations and gain understanding of the complex issues surrounding testing for contaminates and testing locations for tribal collections.

Students will create a project summary poster on the research performed and the relationship between ethnographic artifacts and museums, attend an educational session on pesticide contamination issues based on testing by NPS staff, and conduct research into descriptive information to apply to catalog records for the park to utilize during future museum exhibit planning and tribal communications.

The cooperator will follow established methods of applying catalog numbers, rehousing, packing, and stabilization for objects as defined by the NPS Conservator and based on previous projects for these park collections. Each stabilization treatment requires documentation that includes a condition report, treatment proposal as planned by the conservator and approved by the NPS curator, before and after treatment photographs, and a final treatment report.

The work with the object collections will be coordinated by the NPS Conservator, NPS Registrar, and NPS Curators including any aspects of those efforts that will be performed by university staff, NPS interns, and volunteers. The NPS Conservator and NPS Curators will provide protocols and training for the cooperator as necessary for all aspects of the work. All of the work will be performed at WACC in Tucson, Arizona. Coordination with the park curators, the NPS Conservator, and the WACC Registrar will occur to facilitate scheduling, receipt for property forms, and incoming loan paperwork, provide rehousing and packing techniques and needed supplies, and define rehousing parameters for repository storage. All work will meet standards in accordance with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works and the NPS Museum Handbook. All condition and treatment report documentation will be provided in an electronic format and hard copy. The Intermountain Region Museum Services Program will furnish all space, supplies, and equipment necessary to complete the work.

Final products will be submitted to the ATR unless otherwise indicated. Draft product reviews will be completed by NPS within 30 days of receipt.

The cooperator will complete the following tasks for these materials:

1. Apply catalog numbers to 50 GRTE objects using existing NPS protocols.

2. Prepare treatment photographs and written condition reports for 280 GRTE and TONT objects. Prepare treatment proposals, perform stabilization treatments including constructing storage mounts as necessary, and prepare after treatment photographs and treatment report documentation for 148 objects. Provide condition and treatment report documentation. Process digital photographs and prepare 300 contact sheets. Pack items for return transportation to TONT.

3. Develop a project poster, attend educational session on conservation analysis, and perform research to enhance currently incomplete object descriptions.

4. Prepare annual progress reports.

5. Prepare final project report.

**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:**

1. Catalog numbers applied to GRTE objects.

2. Completed before treatment photographs, examination and treatment proposal reports for TONT and GRTE objects.

3. Stabilized GRTE and TONT objects with appropriate storage mounts, documentation and contact sheets processed. Packed TONT objects.

4. Enhanced descriptions for selected objects.

5. Project poster.

6. Annual project progress report.

7. Final project report.

**BUDGET:***(You may create your budget in a spreadsheet and attach it as a separate document when you submit your project coversheet and Form 4.9.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Rate** | **Unit** | **Number of Units** | **Total** |
| **Salaries** |  |  |  |  |
| **Project Manager** | **40.50** | **Hour** | **160** | **6,480** |
| **Museum Specialist, Harrison (pre-program intern)** | **19.35** | **Hour** | **2720** | **52,632** |
| **Museum Specialist, Hill-Kipling** | **20.95** | **Hour** | **2426** | **50,825** |
| **Student** | **12** | **Hour** | **200** | **2,400** |
|  |  |  |  |  |
| **Benefits** |  |  |  |  |
| **Project Manager** | **30%** |  |  | **1,944** |
| **Museum Specialist, Harrison (pre-program intern)** | **48%** |  |  | **25,263** |
| **Museum Specialist, Hill-Kipling** | **48%** |  |  | **24,396** |
| **Student** | **3.5%** |  |  | **84** |
|  |  |  |  |  |
| **Travel** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Equipment** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Supplies** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Direct Costs** |  |  |  | **164,024** |
| **Total Indirect Costs (17.5%)** |  |  |  | **28,704** |
| **GRAND TOTAL** |  |  |  | **192,728** |