

**Award Number**: P14AC01015

**Project Number**: UNM-105

**CFDA #:** 15.945

**Park/NPS Unit:**

**Title of Project: IMR Inventory and Documentation of Historic Structures for the LCS, Year 2**

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

**CESU Partner: University of New Mexico**

**PROJECT CONTACTS:**

**Principal Investigator:** Dr. Roger Schluntz*, School of Architecture and Planning. University of New Mexico, 505-277-7300, 505-277-2879 (Sec), 505-277-0897 (Fax), (schluntz@unm.edu)*

**Partner Administrative Contact*:*** *Shannon Carr, Contract and Grant Administrator PreAward Services-Main, 1700 Loams Blvd. NE Ste 2200, MSC01 1247 Albuquerque, NM 87131-0001, 505-277-1264/FAX 505-277-4185, (**scarr2@unm.edu**)*

**NPS Certified ATR:** Bonnie S. Houston, Regional LCS Coordinator, National Park Service-CRM, PO Box 728 Santa Fe, NM 87506, 505-988-6763, 505-988-5202 (FAX), (Bonnie\_Houston@nps.gov)

**NPS Technical Expert:** Bonnie S. Houston, Regional LCS Coordinator, National Park Service-CRM, PO Box 728 Santa Fe, NM 87506, 505-988-6763, 505-988-5202 (FAX), (Bonnie\_Houston@nps.gov)

**FUNDING INFORMATION:**

**Amount Funded: $31, 808**

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| PPIMIMRO3K | PPMRSCR1C.C00000 | PX.P0077765L.00.1 |

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

[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: (Tentative date: September 1, 2014)**

**Product milestone date: October 1, annually**

***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:**

**May 31, 2019**

**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.)

{ } 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* – September 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.)

*Investigator’s Annual Report (IAR)* – October 1 annually

*Database, Collections/Specimens, Archives, and Maps provided to the NPS ATR or Technical Expert* – August 30 annually

*Draft Final Report* – April 30, 2019

*Final Report* – May 31, 2019

*Project End Date* – May 31, 2019

*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:**

Click here to enter the project abstract.

**Scope of Work:**

The List of Classified Structures database is a management tool focused on structures as the base unit. Structures are constructed works that serve some form of human activity and are generally immovable. Structures on the List of Classified Structures (LCS) are those that individually meet the National Register criteria or those that are contributing elements of sites or districts that meet the criteria. A web-based platform of over 6,000 records in the Intermountain Region, information in the LCS is used to assist park managers and cultural resource specialists in making and recording management decisions, compliance with the National Historic Preservation Act, and to provide data for park planning documents. Part of the data provided to park managers is current condition assessments of listed structures. This project allows student interns hired by the University of New Mexico School of Architecture and Planning to conduct the field evaluations needed to acquire current condition assessments and document unlisted structures for addition to the National Register of Historic Places by providing a transportation stipend and backcountry per diem. The IMR LCS program has ninety parks that have not had condition assessments. Some of these include.

1. Bandalier National Park

2. Canyon de Chelly National Monument

3. Chaco Culture National Historic Park

4. Glacier National Park

5. Yellowstone National Park

SCOPE OF WORK: This project provides for summer internships starting in the summer of 2014 with the National Park Service, Cultural Resources office in Santa Fe for graduate students in the fields of American history, historic architecture, and landscape architecture. Selected individuals will work in the NPS Santa Fe office and in parks. These are twelve week internships, starting in late May and ending in mid-August. Under this agreement, a stipend will be provided by the NPS through the University, depending on the Intern’s experience and skill levels. Travel and per diem will be paid by the NPS through the University at standard rates. The interns will enter the information gathered the List of Classified Structures website/database. All graphics will be in JPG. file format and meet the size requirements of the database. Obtaining this information will require conducting 1) physical inspection and condition assessment of historic and prehistoric structures in parks, and 2) historic research to determine National Register status, construction data, function and use, structure type, condition and impacts, etc. Historic research will be required to develop a physical description and a statement of significance acceptable to staff of the NPS and appropriate State Historic Preservation Office for structures needing Determinations of Eligibilitys (DOEs) or National Register nominations. The DOEs will be done on PCs in MS WORD, graphics in Jpg. Format.

**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:**

Annual products include complete, accurate and reliable information entered into LCS and the completion of any required Determination(s) of Eligibility or national register nomination(s).

All field notes, digital photographs, drawings and/or collections are property of the National Park Service and will be delivered to the NPS at the end of each summer.

Final Report: Executive summary of program accomplishments.

**BUDGET:***(You may create your budget in a spreadsheet and attach it as a separate document when you submit your project coversheet and Justification for Use of Financial Assistance.) See Attached.*