

**Award Number:** P14AC00343

**Project Number**: ASU-77

**CFDA #:** 15.945

**Park/NPS Unit:** Tuzigoot National Monument

**Title of Project: Administrative history of tuzigoot national monument, PART 2**

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

**CESU Partner:** Arizona State University

**PROJECT CONTACTS:**

**Principal Investigator:** *Nancy Dallett, Assistant Director, Public History, School of Historical, Philosophical & Religious Studies, P.O. Box 874302, Tempe, AZ 85287Office Office: 480.965.9367 Fax:480.965.0310, Email: Nancy.Dallett@asu.edu*

**Co-Investigator :** *Dr. Mark Tebeau, Director, Public History, School of Historical, Philosophical & Religious Studies, P.O. Box 874302, Tempe, AZ 85287Office: 480.965.8595Fax: 480.965.0310, Email: Mark.Tebeau@asu.edu*

**Partner Administrative Contact*:*** *Rena Saltzman, Research Advancement Administrator, Institute for Humanities Research, P.O. Box 876505, Tempe, AZ 85287Office: 480 965-2024 Fax: 480.965.4300, Email: Rena.Saltzman@asu.edu*

**NPS Certified ATR:** *Matt Guebard, Chief of Resource Management/Park Archeologist, Montezuma Castle National Monument/Tuzigoot National Monument, 527 South Main Street, Camp Verde, AZ, 86322 Office: 928.649.6195 x225, Cell: 928.554.5086, Email: matt\_guebard@nps.gov*

**FUNDING INFORMATION:**

**Amount Funded: $7,051**

**NPS Account Numbers (amounts in parentheses): PPIMMOCA00 PMTDODO26.XF0000 PX.DMOCA0007.00.1 ($7,051)**

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

[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: March 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:** *February 27, 2015*

**NPS Administrative Contacts**

**CESU Coordinator:** Judy Bischoff, National Park Service/CPCESU, NAU P.O. Box 5765, Flagstaff, AZ 86011, 928-523-6638, Fax: 928-523-2014; judy\_bischoff@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 { } 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* – March 1, 2014

*Technical progress reports –* { } Quarterly { } Semi-annually { } 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* – March 1, 2015

*Draft Final Report* – December 31, 2014

*Final Report* – March 1, 2015

*Project End Date* – March 1, 2015

*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:**

Arizona State University (ASU) will continue research and writing of an administrative history for Tuzigoot National Monument (TUZI). The administrative history will outline the management of the Tuzigoot pueblo, Tavasci marsh and surrounding areas. This project was originally scheduled for completion in 2012. Due to ASU’s participation in other park projects, TUZI and ASU were only able to complete a partial draft. This project provides funding to complete the remaining research, writing and editing necessary to publish the administrative history.

**Scope of Work:**

The principle purpose of this project is to provide an ASU student with the opportunity to participate in historical research and publication of an administrative history. This research will also result in a publication outlining the history of resource management and interpretation at Tuzigoot National Monument. The publication will be available to visitors in the WNPA bookstore and on the park website.The administrative history will outline the last 80 years of management and interpretation at Tuzigoot pueblo and Tavasci Marsh. The project was originally scheduled for completion, under a separate CESU agreement in 2012. Because the administrative history was not completed, this project provides additional funding and support to complete research, writing and editing needed to publish the document.

**Project Description:**

The goal of this project is to research, write and edit an administrative history for Tuzigoot National Monument. The bulk of work for the project was completed in 2012, although one additional chapter outlining recent management (2000-2013) is needed, along with general editing. This project will result in a draft of an administrative history that is ready for publication and distribution.

**The scope of work includes:**

1. Complete research needed to discuss the history (1930-2013) of resource management and interpretation at TUZI
2. Write chapter outlining management of natural and cultural resources, as well as interpretation of the park from 2000-present.
3. Provide copies of manuscript for review by NPS and subject matter experts.
4. Submit publication ready draft to NPS.

**Statement of Work:**

ASU will:

1. Appoint Nancy Dallett as PI and author and Mark Tebeau as Co-PI
2. Hire student research assistant as needed to ready the draft for publication
3. The cooperator will perform the following tasks:
4. Work with park staff to complete archival research for the administrative history.
5. Provide draft copies of manuscript for NPS and subject matter expert review.
6. Incorporate edits from reviews.
7. Provide NPS with a final draft of the TUZI administrative history for publication.
8. Fully acknowledge the NPS in any published or formally presented material (PowerPoint presentations, signs and film) developed or derived from this Task Agreement.

The NPS will:

1. Provide specific knowledge about the site and its administrative history that can only be provided by NPS staff.
2. Work closely with ASU to provide access to NPS archival material.
3. Provide editorial support as requested by ASU.
4. Arrange for publication of the manuscript by WNPA.

**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:**

**-Final draft manuscript of the Tuzigoot Administrative History ready for publication.**

**-Copies of notes, and reference material used during research.**

**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.)*

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| --- | --- | --- | --- | --- |
| **Item** | **Rate** | **Unit** | **Number of Units** | **Total** |
| **Salaries** |  |  |  |  |
| Faculty- University Investigator | **49.58** | **Hr** | **80** | **$3,966.40** |
|  |  |  |  |  |
| Temp / Trainee | **12.00** | **Hr** | **40** | **$480.00** |
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| **Benefits** |  |  |  |  |
| **Project Lead** | **29% of total salary** |  |  | **$1,150.26** |
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| **Student Trainee** | **8% of total salary** |  |  | **$38.40** |
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| **Travel** |  |  |  |  |
| **Mileage** | **.50** | **Mile** | **732** | **$366.00** |
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| **Equipment** |  |  |  |  |
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| **Supplies** |  |  |  |  |
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| **Total Direct Costs** |  |  |  | **$6,001.06** |
| **Total Indirect Costs (17.5%)** |  |  |  | **$1,050.19** |
| **GRAND TOTAL** |  |  |  | **$7,051** |