



PR Number: 0020051689

Award Number: P14AC00828

Project Number: NAU-444

CFDA #: 15.945

Park/NPS Unit: GRCA

Title of Project: CESU Student Internship to Update GRCA Administrative History and Create Model for CESU Assistance with NPS Administrative Histories.

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

CESU Partner: Northern Arizona University

PROJECT CONTACTS:

Principal Investigator: *Michael Amundson, Professor of History/Graduate Director/Director of Public History, History Department, Northern Arizona University, Box 6023, Flagstaff, AZ 86011-6023, tel 928-523-6331 Michael.Amundson@nau.edu*

Co-Investigator (if appropriate): *n/a*

Researcher (if appropriate): *Kevin Bertram, Graduate Student, Northern Arizona University, Box 6023, Flagstaff, AZ 86011-6023, tel. 623-670-3163, kevin.bertram@nau.edu*

Partner Administrative Contact: *Cindy Judge, Grant and Contract Administrator, Northern Arizona University, tel. 928-523-6917, cindy.judge@nau.edu*

NPS Certified ATR: *Jane Rodgers, Deputy Chief Science & Resource Management, 1824 S. Thompson St., Flagstaff AZ 86001, 928-638-7475 (office) 928-638-7492 (fax)*

NPS Technical Expert (if appropriate): *n/a*

FUNDING INFORMATION:

Amount Funded: \$6,000

NPS Account Numbers (amounts in parentheses): PX.XIMROCCT4.00.1 (\$6,000)

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

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: **June 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: *November 30, 2014*

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 – June 1, 2014

Technical progress reports – { } Quarterly {x} 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 – November 30, 2014

Draft Final Report – September 1, 2014

Final Report – November 30, 2014

Project End Date – November 30, 2014

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 to Todd Chaudhry, National Park

Service, CPCEU, 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:

Grand Canyon National Park has a long history of supporting student internships to meet park, regional and national objectives. This proposal provides funding for a CESU Student Internship with transferable products to benefit multiple park units.

In 2000, the Grand Canyon Association published *Polishing the Jewel: An Administrative History of Grand Canyon National Park*, by Michael F. Anderson, concerned with park management between 1882 and 1999. This history has been heavily used by park management including senior level decision makers and the Public Affairs office. The history ends in 1999, in the early years of implementation of the Glen Canyon Dam Operational Management Plan, and is in need of a decadal update to capture recent events with implications at the regional and national level.

This agreement will update *Polishing the Jewel*, adding critical portions of Grand Canyon's administrative history bringing the current document forward from 1995 to approximately 2010. This important project will document a complex period of the park's history before many key individuals retire in the next one to five years.

SCOPE OF WORK:

NAU is responsible for:

- Data collection, research, and interviews necessary to update *Polishing the Jewel* to meet the writing standards, depth and breadth similar to the existing chapters of this administrative history.
- Providing NPS routine updates, requests for accommodation at the park, requests for carpooling as needed from Flagstaff to the park, and requests for office space during the course of the project.
- Bridging the gap between the 2000 administrative history to bring the document forward approximately ten years.
- Providing the NPS with a draft of the update for two-week review by multiple NPS staff members and Mike Anderson.

NPS is responsible for:

- Providing the support needed to facilitate data collection, research and interviews including logistical coordination, contact information, and routine communication.
- Reviewing products in a timely manner and providing meaningful feedback.

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 Product:

Updated Chapter of “Polishing the Jewel” suitable for revised publication and/or as an addendum and/or as a stand-alone report using standard NPS publication guidelines as provided by the NPS.