



PR Number: 0020051622

Award Number: P14AC01065

Project Number: NAU-447

CFDA #: 15.945

Park/NPS Unit: Tonto National Monument

Title of Project: *Interpretive Exhibit Development (Touch Screen) at Tonto National Monument Phase II*

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 M. Kelly, Faculty SESES, Northern Arizona University, PO Box 5694, Physical Sciences Bldg. 19, Rm. 119, Flagstaff, AZ 86011, Phone: 928-523-5044, Fax: 928-523-7423, Email: michael.kelly@nau.edu

Partner Administrative Contact:

Cindy Judge, Grant and Contract Administrator, Northern Arizona University, ARD Building 240, Flagstaff, AZ 86011, 928-523-6917 (work), 928-523-1075 (fax), Cindy.Judge@nau.edu

NPS Certified ATR:

Duane Hubbard, Superintendent, Tonto National Monument, Roosevelt, AZ 85545, Phone: (928) 467-2241 x8100, Fax (928) 467-2353, Duane_Hubbard@nps.gov

NPS Technical Expert (if appropriate):

Roger Dorr, Chief of Resource Management, Tonto National Monument, Roosevelt, AZ 85545, Phone: (928) 467-2241 x8300, Fax (928) 467-2353, Roger_Dorr@nps.gov

FUNDING INFORMATION:

Amount Funded: \$85,992.00

NPS Account Numbers (amounts in parentheses):

TONT FLREA = PH.P0189978A.01.5 - Create Interpretive Media Exhibit in Tonto (Fund XXX) (\$24,997.00)

TONT BASE = PPIMTONT00 PPMPsie1Z.DD0000 (Fund 144) (\$10,000.00)

SOAR BASE = PPIMSOARS0 PPMPsie1Z.DD0000 (Fund 144) (\$50,995.00)

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

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: September 15th, 2014 (Tentative)

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 (May 18 – September 13, 2014): 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 Annually

Final (required)

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 15th, 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) – September 15th, 2015, September 15th, 2016, September 15th, 2017, September 15th, 2018, May 31st, 2019.

Database, Collections/Specimens, Archives, and Maps provided to the NPS ATR or Technical Expert – May 31st, 2019

Draft Final Report – May 31st, 2019 or earlier

Final Report – May 31st, 2019

Project End Date – May 31st, 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 to Todd Chaudhry, National Park Service, CPCECU, 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 purpose of this project is to assist NPS with continued development of an interactive exhibit for Tonto National Monument's Visitor Center (VC) through additional video interviews with affiliated tribe members and archaeologists regarding the cultural meaning of Tonto National Monument. The proposed exhibit project will enhance visitor exploration of cultural objects from the park's collections through selection of multiple "expert" points of view. The project will also be applicable to other NPS-units considering interactive multi-viewpoint technology-assisted interpretation. The team will consist of staff and students from Northern Arizona University, Tonto National Monument, NPS Intermountain regional interpretive staff and other invited parties.

SCOPE OF WORK:

Section 1: Introduction

Under the Colorado Plateau Cooperative Ecosystems Study Unit (CPCECU) Cooperative Agreement between the National Park Service's Tonto National Monument (TONT) and Northern Arizona University (NAU), TONT proposes a partnership with NAU to assist the park with efforts to provide new opportunities for visitor interactions with park resources through additional video resources for the park's interactive storytelling exhibit. TONT is affiliated with many tribes in the American Southwest, and tribal involvement and collaboration on this project will strengthen the interpretation of the monument's significance to the public. Besides the interpretive product for the VC, another important outcome will be collaborative educational and training opportunities for employees of both organizations. Both partners will gain tangible benefits from this project through strengthened skills in planning, communication and interpretation development, and community involvement and consultation.

Section 2: Exhibit Development

Two steps are proposed to complete the project. This is a continuation of a previous project, so the steps are the same, but it will be bigger in scope. This is Phase II of the project. Phase I is covered under another agreement (Interpretive Touchscreen Exhibit Development at Tonto National Monument, Project Number: NAU-439, Award Number: P13AC01207).

Step 1: Project Preparation

This phase includes establishment of NAU fiscal accounts, development of project staffing and reporting responsibilities.

Step 2: Develop Additional Video Content and Programming

TONT staff will identify additional affiliated tribe members and archeologists, anthropologists, and other science or cultural experts to be interviewed by NAU staff. TONT will facilitate scheduling of the interviews and provide separate funds for all stipends and travel costs of those to be interviewed. Interviews will take place at TONT, the Western Archeological Conservation Center (WACC) in Tucson, Arizona or at the facilities or landscapes of TONT's affiliated tribes.

NAU will work with TONT staff to schedule and video-interview the identified subjects, and will subsequently edit the resulting media appropriately for use in the exhibit. If additional funds become available, additional interviews will be conducted and edited as funding allows and these will be added to the final exhibit.

Section 3: Project Tasks and Products

NPS and NAU will perform specific tasks in all phases of exhibit production.

The project team will accomplish the following tasks:

1. Establish staffing and fiscal accounts. (NAU)
2. Identify and schedule for video interviews about displayed cultural objects. (NPS and NAU)
3. Interview tribal members and experts (NAU)
4. Produce draft video clips (NAU)
5. Review draft video clips (NPS)
6. Produce final video clips (NAU)
7. Install additional video interviews into exhibit software (NAU)

Products associated with the initial funding period:

- Video interviews of tribal members and other experts edited appropriately for the interactive exhibit (NAU)

Section 4: Summary of Roles and Responsibilities: National Park Service and Northern Arizona University

Statement of Public Purpose

This work supports the public interest in several ways. First, it allows NAU faculty and students with expertise in digital media design to acquire new knowledge and skills within the high standards of professionalism of National Park Service interpretation. This includes the NPS Interpretive Development Program (IDP) which is considered to be the foundational philosophy in the modern interpretive community. Working alongside NPS staff, NAU faculty will gain experience in the agency's preservation and service-oriented mission. As NAU designs for high-quality digital interpretive materials for public use, visitors will have enhanced opportunities to connect to the regionally and nationally-significant resources of Tonto National Monument.

NAU and NPS share similar goals pertaining to resource preservation, public education, and interpretation. Through this collaborative effort, visitors will have expanded opportunities for understanding and appreciating park resources and a heightened awareness of their roles in their stewardship. All partners and their respective

clientele stand to gain tangible benefits from the interpretation and media produced by this project. Another outcome will be collaborative educational and training opportunities for employees of both organizations, as well as students at NAU.

NPS Substantial Involvement

The National Park Service will be substantially involved in all phases of the development, technical review, and approval of the tasks proposed under this agreement. Additionally, NPS will facilitate tribal consultation and stakeholder review of the proposed recommendations, compile feedback, and make recommendations for revisions toward the final products. NPS will ensure the Interpretive Development Program and NPS Identity Program standards are incorporated into the design and coordinate a formative evaluation with additional partners to ensure that the digital efforts meet the needs of park visitors.

Specific Roles and Responsibilities of Cooperators

NPS shall be responsible for the following components of the project:

- Collaborate on management of project schedule.
- Establish the detailed interpretive goals for the project.
- Manage and facilitate all tribal interactions with the NAU project staff.

NAU shall be responsible for the following components of the project:

- Collaborate on management of the project schedule.
- Conduct professional interviews with identified tribal members and other experts.
- Produce video clips to be integrated into the exhibit software.
- Install videos into the exhibit software.

Section 5: Project Schedule, Payments, and Reimbursements

Outlined below is additional information regarding project personnel, the project schedule including task due dates, payments, and reimbursement procedures. The project schedule is intended to provide general guidance for reasonable target due dates to complete the work associated with the project. Through mutual agreement, documented and approved by the NPS Key Official and the NAU Principal Investigator, the project schedule may be changed to meet actual conditions and/or unforeseen circumstances.

Payment Schedule:

Payment of quarterly invoices from NAU, as received by the NPS.
Start Date of Project: September 15th, 2014
End Date of Project: August 31st, 2019

Partner Reporting Schedule:

Quarterly Financial Report including actions or production phase details and the payment that was requested. These are due on a quarterly basis:

December 1, 2014
April 1, 2015

July 1, 2015
September 1, 2015
December 1, 2015
April 1, 2016
July 1, 2016
September 1, 2016
December 1, 2016
April 1, 2017
July 1, 2017
September 1, 2017
December 1, 2017
April 1, 2018
July 1, 2018
September 1, 2018
December 1, 2018
April 1, 2019
May 31, 2019

Final Financial Report – May 31st, 2019

Final Performance Report – May 31st, 2019

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:

Project Initiation: September 15, 2104

NAU shall be responsible for the following components of the project:	NPS shall be responsible for the following components of the project:
Continue review pertinent interpretive documents and through discussions with staff continue to understand park significance, interpretive themes, audiences, visitor experience considerations and management goals and concerns. Develop research team members and stakeholder groups with NPS by November 30, 2014	
Provide ongoing technical review and management with NPS. (October 2014 - May 31, 2019)	Contact tribal members from affiliated tribes and cultural experts and with NAU's cooperation schedule interview appointments (November 31, 2014 - May 31, 2019)
Complete video interviews in concert with NPS scheduling efforts. Edit videos for use in exhibit software. (October, 2014 - May 31, 2019)	Provide ongoing technical review and management with NAU including tribal interactions management. (October, 2014 - May 31, 2019)
Deliver and install final videos for exhibit software to park (due May 31, 2019)	