



PR Number: 20052231

Award Number: P14AC01160

Project Number: NAU-452

CFDA #: 15.945

Park/NPS Unit: Zion National Park

Title of Project: Exhibit Planning for Zion's Visitor Center

Administered through the: Colorado Plateau Cooperative Ecosystem Studies Unit Cooperative Agreement Number P14AC00921

CESU Partner: Northern Arizona University

PROJECT CONTACTS:

Principal Investigator: *Michael Matthew Kelly, School of Earth Sciences and Environmental Sustainability, Northern Arizona University, P.O. Box 4099, Flagstaff, Arizona 86011, (phone) 928-523-5044, (fax) 928-523-7423, (email) michael.kelly@nau.edu*

Partner Administrative Contact: *Cindy Judge, Grant and Contract Administrator, Office of Grant and Contract Services, Northern Arizona University, 1298 S. Knoles Dr., ARD Bldg. 56, STE. 240, Flagstaff, Arizona 86011-4130, (phone) 928-523-6917, (fax) 928-523-1075, (email) cindy.judge@nau.edu*

NPS Certified ATR: *Laura Schrage, Vegetation Program Manager, Zion National Park, State Route 9, Springdale, UT 84767, (phone) 435-772-0216, (fax) 435-772-3426, (email) laura_schrage@nps.gov*

Project Coordinator: *Aly Baltrus, Chief of Interpretation, Zion National Park, State Route 9, Springdale, UT 84767, (phone) 435-772-0160, (fax) 435-772-3426, (email) alyssa_baltrus@nps.gov*

FUNDING INFORMATION:

Amount Funded: \$10,009.00

NPS Account Numbers: WBS: PX.P0161366A.00.7; Cost Center PPIMZION00; Functional Area PFE00FEBR.IF0000 (\$10,009.00)

Fund Source (e.g., ONPS, FLREA, CRPP, CESU, etc.): 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: August 20, 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: December 31, 2016

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 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 20, 2014

Technical progress reports – { } Quarterly {X} Semi-annually { } Annually

Final design product provided to the NPS ATR – October 31, 2014

Draft Final Report – October 31, 2014

Final Report – December 1, 2014

Project End Date – December 31, 2014 (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 to Todd Chaudhry, National Park Service, CPCEUS, 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:

Zion National Park (ZION) staff will work together with Northern Arizona University (NAU) personnel on the initial planning tasks involved with the park's efforts to provide exhibits in their visitor center. The PI will Co-lead a design charrette, tentatively planned for August 2014, and will provide a written report that details the discussion and findings of the charrette. Additionally the PI, a geo-science education expert will work on a limited basis (40 hours total) with ZION staff and their consultants in their development of visitor-centered geology exhibits.

SCOPE OF WORK:

Zion National Park is looking to utilize the expertise of NAU personnel to assist the park in planning new exhibits in the Zion Canyon Visitor Center, visited by over 800,000 visitors annually. The park's Long Range Interpretive Plan, completed in Spring, 2014, identified the need to create geology focused exhibits as well as the need to place exhibits inside the Zion Canyon Visitor Center (there are currently only exhibits in a plaza surrounding the building). There is currently no one on the park staff who has developed geology exhibits, therefore the park will need to rely on the expertise of the PI, a geo-science expert who has worked on other National Park Service project.

In preparation for the design charrette, NAU and ZION staff will review existing interpretive goals of the design project, and planned goals. The PI and NPS Intermountain region co-convenor will work together to produce a meeting strategy and agenda, and will both travel to the park to conduct the meeting. Within 31 days of the charrette the PI will provide an electronic draft report detailing the meeting and its findings to ZION staff.

Northern Arizona University tasks:

- Co-lead with a NPS Intermountain regional staff member, a charrette with the park staff, consultants and stakeholders to develop an overall message strategy and articulated concepts that align with the park's themes and significances.
- Within 31 days of the meeting, provide a written report of the charrette that will be used by the design team to move into the conceptual stage.
- Aid the park with strategies in developing effective geology exhibits, through one additional site visit and phone conversations.
- Submit semi-annual progress reports to the ATR, due December 1, 2014 and June 1, 2015.

Zion National Park tasks:

- Provide to the NAU PI at least 3 weeks prior to the charrette, paper or electronic copies of all appropriate interpretive planning documents that bear on the park's design process.
- Organize and schedule staff, consultants, stakeholders and others to participate in the charrette.
- Provide a suitable meeting room and facilities to accommodate meeting participants for 3 days.

- Review draft products sent by the PI and provide comments within 30 days of receipt.
- Approve the final product.

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:

- A written charrette report
- One (1) semi-annual reports on progress made during the project: due December 1, 2014
- One (1) final electronic report to the NPS ATR due on December 31, 2014.