

**Award Number:** P14AC00968

**Project Number**: SUU-43

**CFDA #:** 15.945

**Park/NPS Unit:**  Bryce Canyon National Park

**Title of Project:** YPP: Intergovernmental Internship Cooperative (IIC) Youth Partnership Project 2014

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

**CESU Partner:** Southern Utah University

**PROJECT CONTACTS:**

**Principal Investigator:** Briget Eastep, Director of Harry Reid Outdoor Engagement Center, Southern Utah University, 351 W. University Blvd., St. 172, Cedar City, UT 84720, 435-586-1981, Fax: 435-865-8236, eastep@suu.edu

**Partner Administrative Contact*:***Julia Anderson, Director, Sponsored Programs, Agreements, Research and Contracts, Southern Utah University 351 W. University Blvd, Bldg 304G, Cedar City, UT 84720, (435)865-8175, juliaanderson@suu.edu

**NPS Certified ATR:** William J. Stock, Program Analyst, Bryce Canyon National Park, PO Box 640201, Bryce, UT 84764 (435) 834-4731, jeff\_stock@nps.gov

**FUNDING INFORMATION:**

**Amount Funded: $478,148.00**

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

**PPIMBRCA00 PX.P0189335B.00.1 144P103601 ($133,673.00)**

**PPIMBRCAS0 PPMPSP01ZYM0000 ($10,000.00)**

**PPIMBRCA00 PH.P0190174A.01.0 ($44,800.00)**

**PPIMCEBR00 FM1M PXP0189690B.00.1 ($100,000.00)**

**PPIMCEBR00 PPMPSAS1Z.Y00000 ($35,000.00)**

**PPIMCEBR00 PX.P0178804A.00.1 ($27,495.00)**

**PPIMCEBR00 PX.P0178619B.00.1 ($12,500.00)**

**PPIMCEBR00 PX.DCEBR0006.00.1 ($10,000.00)**

**PPPWPARA00 PPMVSIE1Z.DP0000 ($61,000.00)**

**PPIMZIONI4 PX.P0160855A.00.1 ($43,680.00)**

**Fund Source (e.g., ONPS, FLREA, CRPP, CESU, CFF):** ONPS, Youth Partnership Program, Youth Conservation Corp, Recreation Fee PLC 20%, Recreation Fee Park Revenue, Natural Resources, Cyclic Maintenance 2-Yr.

[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: May 1, 2014**

**End Date: December 31, 2016**

***NOTE: This Task Agreement will become effective on the date of final signature or the effective date of the Award document, whichever is later.***

**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* – **May 1, 2014**

*Technical progress reports –* {X} 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) -* January 31, 2015, & 2016

*Database, Collections/Specimens, Archives, and Maps provided to the NPS ATR or Technical Expert* – December 31, 2016

*Draft Final Report* – December 31, 2016

*Final Report* – December 31, 2016

*Project End Date* – December 31, 2016

*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 toTodd Chaudhry, 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:**

This task agreement outlines the working relationship between Southern Utah University (SUU) and the National Park Service and how they will work together to meet the goals and program objectives of the Intergovernmental Internship Cooperative (IIC). For purposes of this task agreement, Bryce Canyon National Park serves as the lead and signatory national park unit that is responsible for meeting the terms, conditions and timetables outlined in this agreement. As such, Bryce Canyon NP will work with the five other NPS units (Zion and Great Basin National Parks, and Cedar Breaks, Pipe Spring and Grand Canyon Parashant National Monuments), three federal agency partners (Dixie National Forest, Bureau of Land Management, and the Bureau of Indian Affairs), the Utah Department of Natural Resources and Workforce Services, Dixie State University, Paiute Indian Tribe of Utah and the Kaibab Band of Paiute Indians.

The IIC’s mission is to provide a work- and project-based internship and service-learning program to serve the Southern Utah region by matching the needs of land management government agencies with college students and departments seeking meaningful opportunities. The Cooperative promotes professionalism in land stewardship and creates opportunities to conserve and preserve cultural and natural resources while effectively serving communities and visitors. Interns, both paid and unpaid, in the IIC receive on the job experiences working in parks as interpreters, natural and cultural resource staff, fee collectors, researchers, trail builders, IT staff, administrative staff, and other similar positions.

The Youth Partnership Program (YPP), Youth Conservation Corp (YCC) and other funds provided through this task agreement will significantly further the work of the IIC educational and outreach programs to youth and minorities as outlined in “Products” section of this agreement. The Bryce Canyon NP superintendent, program analyst and key park staff from Cedar Breaks, Parashant and Pipe Spring National Monuments, Zion, and Great Basin National Parks will have substantial involvement working with SUU and the other federal and state agency members of the IIC to accomplish the tasks and goals outlined herein.

Since 2007, the IIC established a Steering Committee made up of at least one representative from the NPS, USFS, BLM, SUU, Utah State Parks, SPA BIA, Dixie State University, Paiute Indian Tribe of Utah, the Kaibab Band of Paiute Indians partner agencies. The IIC Steering Committee makes decisions consistent with the mission, goals, and objectives of the IIC, which are outlined in an Annual Plan of Work.

The IIC program is committed to developing career track opportunities using Pathways, Public Land Corps, and Resource Assistant, and other authorities to recruit the best and brightest students for long-term agency employment. The IIC is developing outreach strategies to minority groups throughout the region--including southern & central Utah, northern Arizona, and southern Nevada, focusing on regional groups such as the Paiute Indian Tribe of Utah (their tribal offices are located in Cedar City), Kaibab Paiute Tribe and the U.S Department of Interior Bureau of Indian Affairs Southern Paiute Agency. Additionally, the IIC is continuing its minority outreach efforts to SUU’s on campus clubs including the Asian Club, the Black Student Alliance, the Feminist Education and Motivation Society, the Hispanic Club, the Native American Student Association, the Polynesian Club, and other similar campus clubs & organizations. IIC partners & staff actively work with the NPS Intermountain Regional Office (IMRO) to encourage minority students to enroll in the IMRO diversity database. SUU has agreed to assist with making student housing available for rent on campus for these students, as well as other IIC interns.

IIC has developed a series of broad strategies to create a ladder of land management agency orientation programs and hands on educational outreach opportunities that target students from 4th grade through college. Over time, some of these students may become the IIC interns of the future and potentially National Park Service and/or other land management agency career employees.

**Scope of Work:**

**Southern Utah University**

For this IIC project, SUU will:

• Provide administrative support for all operational elements of the IIC.

• Continue to make office space available, and provide other facilities and services such as computers & tele-communication as needed to support the program.

• Serve as the fiscal agent and budget & account manager for the task agreement (facilitated by the CPCESU) among the parks and SUU.

• Provide off-site supervision of interns including an internship orientation and crew training. Serve as a member on the IIC Steering Committee providing guidance, leadership staff assistance and direction to meet project goals and objectives.

• Provide youth outreach services and programs focusing on diverse populations.

**National Park Service**

For this project, we will:

• Provide YPP, YCC and other funds to support and fund operational elements of the IIC.

• Serve as a member on the IIC Steering Committee providing guidance, leadership, staff assistance and direction to meet project goals and objectives.

• Each NPS partner unit will provide a NPS unit Internship Coordinator and IIC Advisory Board representative.

• Each NPS partner unit superintendent may assign volunteers, park staff, and student interns to work on the project under the direct supervision of the PI, SUU Internship Coordinator or other faculty.

• NPS and position-specific training and orientation for interns

.• Provide an internship mentor for each intern who will guide and assist the intern in their work tasks.

Internship Assignments

Internship assignments will be outlined in individual internship agreements signed by the intern, agency mentor, academic advisor (if applicable), SUU IIC Coordinator, and SUU Human Resources. The internship mentor may set hours for the intern and working locations as outlined in the IIC Internship Guidebook.

Performance reviews will be conducted as outlined in the IIC Internship Guidebook, and will be facilitated by the non-Federal IIC staff and PI.

Intern Travel

If an intern’s work requires driving or riding in a government vehicle, the NPS unit Internship Coordinator will arrange for the needed permission from the park superintendent, meeting State, NPS and park-specific requirements pertinent to the vehicle assigned for use. Interns may be reimbursed for mileage and per diem based upon the agency’s rates for travel expenses and/or use of personal vehicles in conduct of internship field activities and related academic activities.

**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:**

The product for this agreement is a final report with the following sections:

IIC Final Report

1.  Number of interns placed in NPS units

2.  Internship titles showing the variety of internships

3.  Student outcomes based upon SUU's Essential Learning Outcomes.  Students will practice or demonstrate the following through their internship experience:

      a.  Knowledge of natural and cultural resources on public lands

      b.  Practice in teamwork and problem solving

      c.  Applying academic knowledge and skills in real world situations

      d.  Practicing personal responsibility by being a reliable intern

4.  Lessons learned:  How can we improve the IIC program based upon our implementation of this agreement?

**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.)*

**See attached Spreadsheet**