

**COOPERATIVE ECOSYSTEM
STUDIES UNITS
NATIONAL NETWORK**

**Task Agreement Number P15AC00121
under
Cooperative Agreement Number P14AC00921
between
The United States Department of the Interior
National Park Service
Bryce Canyon National Park
and
Southern Utah University**

**PROJECT TITLE
INTERGOVERNMENTAL INTERNSHIP COOPERATIVE (IIC) YOUTH
PARTNERSHIP PROJECT 2015**

CFDA#15.945

ARTICLE I – BACKGROUND AND OBJECTIVES

Cooperative Agreement Number P14AC00921 was entered into by and between the Department of the Interior, National Park Service, (NPS), and Southern Utah University for the purpose of providing 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. Unless otherwise specified herein, the terms and conditions as stated in the Cooperative Agreement will apply to this Task Agreement.

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 program is committed to developing career track opportunities, using the available authorities, to recruit the best and brightest students for long-term agency

employment. 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 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.

ARTICLE II – LEGAL AUTHORITY

NPS enters into this Agreement pursuant to:

- A. 16 U.S.C. 1 et seq. NPS authority to enter into cooperative agreements and transfer appropriated funds to nonprofit organization for the public purpose of NPS programs.
- B. 16 U.S.C 5933 authorizes the NPS to enter into cooperative agreements with colleges and universities, including but not limited to land grant schools, in partnership with other federal and state agencies to establish cooperative study units to conduct multi-disciplinary research and develop integrated information products on the resources of the National Park System.

ARTICLE III – STATEMENT OF WORK

A. SUU agrees to:

- 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 outreach services and programs to local youth, especially diverse populations.

B. NPS agrees to:

- 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.

ARTICLE IV – TERM OF AGREEMENT

PROJECT DATES:

Start Date: **December 28, 2014**. This Task Agreement will become effective on the date of final signature or the Award date, whichever is later, and extend through **March 31, 2016**.

ARTICLE V – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

1. **For the NPS:**

Agreement Technical Representative:

Name: William J. Stock
Title: Program Analyst
National Park Service
Office/Department: Bryce Canyon National Park
Address: PO Box 640201
City, State Zip: Bryce, UT 84764
Phone: 435 834-4731
Fax: 435 834-4703
Email: jeff_stock@nps.gov

Awarding Officer:

Name: Kelvin Delaney
Title: Agreements Officer
National Park Service
Office/Department: IMR
Address: 12795 W. Alameda Parkway
City, State Zip: Lakewood, CO 80228
Phone: 303-969-2796
Fax: 303-969-2786
Email: kelvin_delaney@nps.gov

CESU Research Coordinator:

Name: Todd Chaudhry
Title: CESU Research Coordinator
National Park Service
Office/Department: CPCESU
Address: PO Box 5765
City, State Zip: Flagstaff, AZ 86011
Phone: 928 523-6638
Fax: 928 523-2014
Email: todd_chaudhry@nps.gov

Intermountain Region Administrative Contact:

Name: Kelly Adams
Title: Grant Specialist
National Park Service
Office/Department: IMR
Address: 12795 W. Alameda Parkway
City, State Zip: Lakewood, CO 80228
Phone: 303-969-2303
Fax: 303-969-2786

Email: FA_IMR@NPS.GOV

2. **For Southern Utah University:**

Principal Investigator:

Name: Briget Eastep
Title: Director
Office/Department: Outdoor Engagement Center
Southern Utah University
Address: 351 West University Blvd
City, State Zip: Cedar City, Utah 84720
Phone: 435 586-7829
Fax: 435 865-8236
Email: eastep@suu.edu

Partner Administrative Contact:

Name: Julia Anderson
Title: Director
Office/Department: Sponsored Programs, Agreements, Research &
Contracts, Southern Utah University
Address: 351 West University Blvd
City, State Zip: Cedar City, Utah 84720
Phone: 435 865-8175
Fax :
Email: juliaanderson@suu.edu

- B. Communications** - SUU will address any communication regarding this Agreement to FA_IMR@NPS.GOV Contact with a copy also sent to the ATR. Communications that relate solely to routine operational matters described in the current work plan may be sent only to the ATR
- C. Changes in Key Officials** - Neither the NPS nor SUU may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE VI – AWARD AND PAYMENT

- A. Financial Assistance:** NPS will provide funding to SUU in an amount not to exceed \$138,068 for the work described in Article III and in accordance with the approved budget (Attachment A). Any award beyond the current fiscal year is subject to availability of funds.

B. SUU shall request payment in accordance with the following:

1. **Method of Payment.** Payment will be made by advance and/or reimbursement through the Department of Treasury's ASAP system.
2. **Requesting Advances.** Requests for advances must be made submitted via the ASAP system. Requests may be submitted as frequently as required to meet the needs of the FA Recipient to disburse funds for the Federal share of project costs. If feasible, each request should be timed so that payment is received on the same day that the funds are dispersed for direct project costs and/or the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close to actual disbursements as administratively feasible. (2CFR Part 215.22)
3. **Requesting Reimbursement.** Requests for reimbursements must be submitted via the ASAP system. Requests for reimbursement should coincide with normal billing patterns. Each request must be limited to the amount of disbursements made for the Federal share of direct project costs and the proportionate share of allowable indirect costs incurred during that billing period.
4. **Adjusting payment requests for available cash.** Funds that are available from repayments to, and interest earned on, a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds must be disbursed before requesting additional cash payments.
5. **Bank Accounts.** All payments are made through electronic funds transfer to the bank account identified in the U.S Treasury ASAP system by the FA Recipient.
6. **Supporting Documents and Agency Approval of Payments.** Additional supporting documentation and prior Agency (NPS) approval of payments may be required when/if a FA Recipient is determined to be "high risk" or has performance issues. If prior Agency payment approval is in effect for an award, the ASAP system will notify the FA Recipient when they submit a request for payment. The Recipient must then notify the NPS Awarding Officer identified on the Assistance Agreement that a payment request has been submitted. The NPS Awarding Officer may request additional information from the Recipient to support the payment request prior to approving the release of funds, as deemed necessary. The FA Recipient is required to comply with these requests. Supporting documents may include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.
7. **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 is the award is less than anticipated and inadequate to cover such costs.) 2CFR Part 215.25(8)(e)(1).

ARTICLE VII – REPORTS AND/OR DELIVERABLES

- A. Specific projects or activities within this agreement will be tracked and reported by quarterly submission of a SF-425 Federal Financial Report (FFR) and quarterly submission of a Performance Report. A final SF-425 and Performance Report shall be submitted at the completion of the Agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, 12/31. For final the SF-425 and Performance Report, the reporting period end date shall be the end date of the agreement. Interim reports shall be submitted no later than 30 days after the end of each reporting period. ***Annual and final reports shall be submitted no later than 90 days after the end period date.*** All reports shall be submitted via email to the FA_IMR@NPS.GOV with a copy to the NPS Agreements Technical Representative via email. **NOTE:** Financial reports & Performance reports can be quarterly, semi-annually or annually (Awarding Officer discretion – adjust accordingly) however quarterly is the recommended default due to the transition to ASAP for payments and the increased focus on monitoring. **SF-425s should be submitted to FA_IMR@NPS.GOV**
- B. Detail other reports/items as described in the statement of work. Please note: FA is effort based not deliverable based and payment should not be contingent on the receipt of items other than OMB FA regulation/guidance required reports.
- C. If applicable, The Principal Investigator will prepare a brief report abstract suitable for public distribution and two hard copies and an electronic version of the final report to be submitted to the ATR.

ARTICLE VIII – MODIFICATION AND TERMINATION

This Task Agreement may be modified at any time, prior to the expiration date, by the mutual concurrence of SUU and the NPS. Modifications will be in writing, approved and signed by the NPS Awarding Officer and the SUU signatory official.

ARTICLE IX – ATTACHMENTS

The following documents are attached and made a part of this Task Agreement:

- A. Detailed Budget
- B. SF-424s
- C. Justification
- D. Other Attachments

ARTICLE X - SIGNATURES

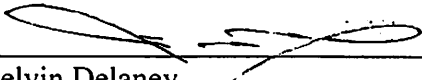
IN WITNESS WHEREOF, the parties hereto have executed this Task Agreement on the date(s) set forth below.

FOR SOUTHERN UTAH UNIVERSITY

Marvin Dodge
Vice President for Finance & Administration

Date

FOR THE NATIONAL PARK SERVICE



Kelvin Delaney
Awarding Officer

1-7-2015
Date