

**Award Number:** P14AC01419

**Project Number**: UNM-108

**CFDA #:** 15.945

**Park/NPS Unit:** National Trails Intermountain Region (NTIR)

**Title of Project**: La Bajada Cultural Landscape Report, Phase II

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

**CESU Partner:** University of New Mexico, Albuquerque, New Mexico

**PROJECT CONTACTS:**

**Principal Investigator:** Baker Morrow, Professor of Practice, School of Architecture and Planning, Landscape Architecture Program, 2401 Central Ave. NE, MSC04 2530, 1 University of New Mexico, Albuquerque, New Mexico 87131-0001, Phone: (505) 277-0586 / (505) 268-2266, Fax: (505) 277-0076,Email: [bmorrow@unm.edu](mailto:bmorrow@unm.edu) / bhm@mrwnm.com

**Partner Administrative Contact*:***Shannon Carr, Contract and Grants Administrator, Sponsored Project Services, 1700 Lomas Ave., NE, MSC 01 1300, University of New Mexico, Albuquerque, NM, 87131*, 505-277-1264, scarr2@unm.edu*

**NPS Certified ATR:** Michael Taylor, cultural resources specialist, P.O. Box 728, Santa Fe, NM, 87504, Phone: 505 9886742, Fax: 505 986 5313, [michael\_taylor@nps.gov](mailto:michael_taylor@nps.gov)

**NPS Technical Experts:**

Jill Cowley, Historical Landscape Architect, National Park Service, P.O. Box 728,Santa Fe, NM 87505-0360, Phone: (505) 988-6899, Fax: (505) 986-5202, Email: [Jill\_Cowley@nps.gov](mailto:Jill_Cowley@nps.gov)

Gretchen Ward, Chief of Planning, National Trails Intermountain Region, National Park Service, P. O. Box 728, Santa Fe, New Mexico 87504-0728, Phone (505) 988-6033, (505) 986-5214 FAX,[gretchen\_ward@nps.gov](mailto:gretchen_ward@nps.gov)

Sharon A. Brown, Chief of Trail Operations, National Trails Intermountain Region, National Park Service, PO Box 728, Santa Fe, NM 87504, Phone: 505-988-6717

Fax: 505-986-5214, Email: [sharon\_brown@nps.gov](mailto:sharon_brown@nps.gov)

**Technical Advisor and Representative for the USDA National Forest Service:** Anne R. Baldwin, Supervisory Archaeologist, Española and Coyote Ranger Districts, Santa Fe National Forest, P.O. Box 3307, 1710 N. Riverside Drive, Espanola, NM 87533,Phone: 505-753-7331, Email: arbaldwin@fs.fed.us

Note: This is a joint project between the National Park Service, National Trails Intermountain Region (NPS) and the U.S. Forest Service Santa Fe National Forest (USFS).

**FUNDING INFORMATION:**

**Amount Funded: $75,000**

**NPS Account Numbers (amounts in parentheses):** PPIMCALI00  PPMPSPD1T.000000  PX.P0177334A ($75,000)

**Fund Source (e.g., ONPS, FLREA, CRPP, CESU, etc.):** Connect Trails to Parks (CTTP)

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 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**: October 30, 2015

**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](mailto: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.)

{ } Quarterly {X } 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 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)* – March 13, 2015

*Database, Collections/Specimens, Archives, and Maps provided to the NPS ATR or Technical Expert* – insert date

*Draft Final Report* – 75% draft CLR submittal - February 6, 2015

*Final Report* – October 30, 2015

*Project End Date* – October 30, 2015 (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 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:**

The purpose of this joint National Park Service (NPS)/USDA National Forest Service (USFS) Cultural Landscape (CLR) phase II is to provide the NPS National Trails Intermountain Region (Santa Fe, New Mexico) and the USFS Santa Fe National Forest (Santa Fe, New Mexico), with cultural landscapes documentation, analysis, and evaluation information, and with recommendations for landscape treatment and interpretation for La Bajada landscape. La Bajada is High Potential Site listed in the comprehensive Management Plan for El Camnio Real de Tierra Adentro National Historic Trail that was designated by Congress in 2000 (P.L. 90-543, as amended) The national historic trail is co-administered by the National Park Service and the Bureau of Land Management. CLR will be informed by an Interpretive Plan to be contracted separately and concurrently by NPS. The CLR project will address the documentation, preservation, management and interpretation of La Bajada as a holistic landscape, including biotic and abiotic elements, and associated uses and meanings.

**Scope of Work**

**La Bajada Cultural Landscape Report, Phase II (CLR)**

**Project Purpose**

The purpose of this joint National Park Service (NPS)/USDA National Forest Service (USFS) CLR is to provide the NPS National Trails Intermountain Region (Santa Fe, New Mexico), and the USFS Santa Fe National Forest (Santa Fe, New Mexico), with cultural landscapes documentation, analysis, and evaluation information, and with recommendations for landscape treatment for La Bajada landscape. La Bajada is High Potential Site listed in the comprehensive Management Plan for El Camnio Real de Tierra Adentro National Historic Trail that was designated by Congress in 2000 (P.L. 90-543, as amended) The national historic trail is co-administered by the National Park Service and the Bureau of Land Management. The project will address the documentation, preservation, management and interpretation of La Bajada as a holistic landscape, including biotic and abiotic elements, and associated uses and meanings.

This project will involve coordination with directly involved landowners (USDA National Forest Service, La Bajada Village, Cochiti Pueblo, Kewa Pueblo, Bureau of Land Management), and will involve meetings with landowners, stakeholders (see list below), and the public. The USDA National Forest Service will take the lead in contacting and setting up meeting(s) with the pueblos for nation to nation consultation. A facilitator will be contracted by the principal for public scoping meetings with landowners, stakeholders and the public. Meetings may include listening sessions, open houses, and informational presentations.

All relevant existing studies, including resource reports, National Register and HAER documentation, and interpretive objectives, etc. will be provided for use in this project. This project will build on, and incorporate material from, as needed, the La Bajada Cultural Landscape Report, Phase I (see Scope of Work below).

The La Bajada Cultural Landscape Report, Phase II, Parts One and Two are being funded through the NPS Connect Trails to Parks program.

*Note: Cultural Landscapes Reports are completed in “Parts”, with Part One including landscape history, existing conditions, and analysis/evaluation, and Part Two including treatment recommendations. “Parts” are not the same as “Phases”: Phase I (previous project) and Phase II (current project) of the CLR both address Parts One and Two.*

**La Bajada Cultural Landscape**

The core area that is the subject of this project is located approximately 14 miles southwest of Santa Fe, New Mexico where the Santa Fe River emerges from La Bajada Escarpment, approximately seven miles upriver from its confluence with the Rio Grande. The core area encompasses approximately 1500 acres. La Bajada, meaning "descent" in Spanish, refers to the formidable, 20-mile long basalt escarpment extending south and east from the Rio Grande valley towards the Galisteo Basin. The distance from the base of the escarpment to the mesa top is approximately 600’, and connects the lower mesa known as “La Majada Mesa” to the upper mesa known as “La Bajada Mesa.” The basalt cliffs and talus slopes that characterize this geologic feature create a natural boundary between environmental zones and two major historic cultural areas: the Rio Abajo, or lower river, to the south and west, and the Rio Arriba, or upper river, to the north and east.

La Bajada Cultural Landscape has a rich and diverse history of human settlement, transportation, and use. The core area to be studied includes road traces that represent major cultural changes resulting from geopolitical activity, technology, and transportation. The five historically significant road alignments used to traverse La Bajada between 1598 and 1932 follow prehistorically and historically established pathways over the mesa. The alignments are: at least two segments of El Camino Real de Tierra Adentro dating to the Spanish Colonial era (1598) and used throughout the Mexican period (1821-1848), one of which goes over the escarpment, the other which follows the Santa Fe River up Santa Fe Canyon; U.S. territorial wagon roads (ca. 1860); the NM 1/National Old Trails Road highway (1909); and the original U.S. Highway 66/85 built as a safer alternative to the switchbacks of the earlier auto route (1926). These routes are characterized by a variety of engineering techniques that used the tools and local materials available to create retaining walls, navigable grade changes, and drainage structures.

The owners of the core area are: a) the Santa Fe National Forest which owns and manages the upper portion of the escarpment and the top mesa land extending approximately four miles to where it meets BLM land; 2) Pueblo de Cochiti which owns the lower portion of the escarpment and most lands in the lower viewshed extending to the south and southwest; 3) Kewa Pueblo (formerly Santo Domingo Pueblo) which owns lands on the south side of the Santa Fe River canyon, and, 4) private landowners in the village of La Bajada at the base of the mesa. The present use of the core area has been traditionally, and continues, to be used for cattle grazing. Other existing uses include recreational hiking, biking, hang gliding, 4-wheel driving, picnicking, and target practice. The nearby Pueblos also continue to use the area for traditional/religious practices.

The Route 66 and National Old Trails Road Historic District at La Bajada was listed on the National Register in 2005. The Camino Real – Cañon de las Bocas Section and the Camino Real – La Bajada Section were listed on the National Register in 2012.

**Project Area:** The project area will encompass the area proposed in the CLR phase I project, as shown in Figure 1.

*Note: Exact cultural landscapes study area to be determined during Phase 1, Scoping stage of project. Phase 1 will focus on the core area.*

For purposes of this Project Agreement, the core project area incorporates:

**•** the escarpment and Santa Fe Canyon areas where the early Camino Real, Territorial wagon road, and early automotive roads are located (approximately 1500 acres; 36 acres of which are included in the historic district)

• the village of La Bajada and associated fields/features including the acequia system (approximately 400 acres)

Surrounding landscapes and viewsheds that will also be addressed:

• the top of the mesa (La Bajada mesa) from the boundary with USFS and BLM, to La Cieneguilla (an area approximately eight miles long and two miles wide)

• the plains at the bottom of the mesa

**Management Issues**

Some of the topics that the CLR will address are the following:

**•** How much cultural resource information to share with the public, and how? (sensitivity/confidentiality issues)

• How to address increased illegal off-road use? All vehicular traffic must comply with recently enacted SFNF travel management decision.

• Visitor use of the area

• Vandalism

• Assess need for trail connections with adjacent areas, e.g. Santa Fe River Trail, El Camino Real de Tierra Adentro NHT.

• How to provide authentic experience for trail users

• How to conduct data recovery as part of treatments? (any treatments on FS lands will be subject to review by SHPO and data recovery will require a data recovery plan to be reviewed by Forest Archaeologist)

**Deliverables:**

There are two deliverables as part of this project, to be produced:

I. CLR Part One, Landscape History, Existing Conditions, and Analysis (including Phase I document and necessary updates and expansions)

II. CLR Part Two, Treatment Recommendations

*NOTE: Landscape documentation and analysis, and description of landscape and interpretive existing conditions can precede stakeholder and public meetings. Development of landscape recommendations will follow landowner, stakeholder and public meetings, and will incorporate/address comments from these meetings.*

**A. 75% Draft Submittal:**

**I. CLR Part One, Landscape History, Existing Conditions, and Analysis**

All sections to 95%, including incorporation of/summary of CLR Phase I material. This section will include:

* A graphic chronology, made up of a series of 24”x36” (full size) graphics showing conditions of La Bajada landscape at key times / time periods (TBD – e.g. Camino Real period, National Highway period, Rte 66, 2014). Maps to be prepared full size and reduced for incorporation into document.
* A list of contributing and noncontributing landscape elements from Phase I, update/revised as needed.
* Address Phase I recommendations for landscape research, documentation and analysis, including but not limited to analysis of changes in vegetation patterns over time (i.e. using aerial photos from 1930s and earlier if available). Per CLR Phase I, page 76 #4, needed is a study of plant communities, plant succession patterns and soil conditions especially along trail/road segment; and identification of the date of the mesquite grove. Plant biology and ecology can be summarized from existing BLM and USFS documents. Focus will be on human-vegetation interactions over time.
* Information gleaned from select metal detection survey transects as to project artifact density and sensitivity in core area along historic trail corridor. The metal detection project is being done independently and concurrently with this CESU project.
* La Bajada within state-wide context, as the most visible high desert oasis landscape in New Mexico

**II. CLR Part Two, Treatment Recommendations, to 60%**

Responding to agency management objectives, stakeholder/public comments, and landscape preservation needs, develop preliminary landscape treatment recommendations. This section may be combined with preliminary interpretation recommendations, that will be provided by a separate contractor. To include but not be limited to recommendations on cultural landscape preservation (historic road segments, historic agricultural features, etc.), visitor and stakeholder use, and interpretation programs and on-site developments.

**B. Advance 100% submittal:**

Respond to and revise per NPS and USFS and SHPO comments, and any additional stakeholder and public comments.

**Prepare:** CLR Phase II, Parts One and Two: All sections to 100% including treatment recommendations revised per comments received. Recommendations to include short and long term treatments, phasing, and adaptive management (trying an option, monitoring, and adjusting approach as needed). The CLR Phase II will be informed by the Interpretive Plan that will be contracted to an interpretive firm and will take place concurrently with this project

**C. Final 100% Submittal:**

Respond to and revise per NPS and USFS comments

Prepare CLR Phase II Parts One and Two– all sections (as in B. above) to 100%

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**List of Stakeholders**

Stakeholders will include but not be limited to the following: Pueblo of Cochiti, Pueblo of Kewa, Village of La Bajada, CARTA (El Camino Real de Tierra Adentro Trail Association), City of Santa Fe, Santa Fe County, National Guard, La Cienega Village Association, Santa Fe River Canyon Steering Committee, El Rancho de las Golondrinas Museum, Grazing permittees, Recreational users, Environmental groups, NPS, USFS, US Army Corps of Engineers, USFW.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* End of scope of work\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Substantial Involvement:**

Because this is a cooperative project with UNM, training for students in CLR/IP principles, standards, processes and criteria will be included. Training will be a joint effort between the NPS, USFS, and the UNM.

The NPS will be substantially involved in this project. Goals of substantial involvement are:

1) to assure the project meets government expectations

2) to assure that funds are spent appropriately

3) to ensure that the Principal Investigator receives adequate and appropriate input from the NPS, and

4) to ensure mutually satisfactory project results.

**Evaluation Criteria:**

Evaluation criteria to be used in the review of the 75% and 100% drafts will be discussed with the Principal Investigator, and will include:

1) Consistency with Scope of Work;

2) “User friendly” format, and readability of text and graphics

3) Appropriately addressing NPS, USFW, and other review comments

4) Appropriately addressing landowner, stakeholder, and public concerns

**Special Considerations:**

The issues of safety, access to study area, confidentiality of information, and other issues, will be discussed with the Agreements Technical Representative (ATR) (aka Key Official) during the initial meeting.

Technical Advisors need to be closely involved in this project and review all submittals. Technical Advisors for this project are: Jill Cowley, Historical Landscape Architect, National Park Service, Santa Fe; Sharon Brown, Chief of Trail Operations, National Trails Intermountain Region; Kaisa Barthuli, Route 66 Program Manager, National Trails Intermountain Region, Santa Fe, Gretchen Ward, National Trails Intermountain Region.

**Use of project materials:**

After the final product is submitted to the National Park Service, all research materials collected shall be returned to the NPS. The research materials shall be organized in a coherent manner. All research materials will become the property of the National Park Service, whether they are used in the preparation of the document or not. The National Park Service retains all rights to publish and disseminate the CLR Phase II/IP documents. The research materials and completed products will be in the public domain and may not be copyrighted.

**Reference Materials:**

Barthuli, Kaisa, 2007. La Bajada Village Landscape Reconnaissance Report. On file at NPS, Santa Fe, New Mexico

El Camino Real Tierra Adentro National Historic Trail Comprehensive Management Plan/Final Environmental Impact Statement. April 2004. Prepared by Long Distance Trails Group – Santa Fe, National Park Service, New Mexico State Office, Bureau of Land Management.

Hicks, P. “Archaeological Investigation at the La Bajada (LA 9500) and Bajada Annex (LA 9501) Sites: 1966, 1967, and 1970.” Prepared by ENMU, Submitted to USFS Santa Fe National Forest,1982.

Kammer, David, PhD. “Bernalillo - Santa Fe Transmission Line Historic District, alternatively ZB-46 KV Transmission Line.” National Register of Historic Places Registration Form, June 2006, draft.

\_\_\_\_\_\_\_\_. “The Route 66 and National Old Trails Road Historic District at La Bajada.” National Register of Historic Places Registration Form, September 2002.

La Bajada Historic Trails and Roads. HAER No. NM-15. April, 2010. Prepared by University of New Mexico School of Architecture and Planning, ARCH 412/LA 512 “Cultural Landscape Documentation and Planning: Learning from La Bajada”.

National Park Service. El Camino Real de Tiera Adentro National Historic Trail website www.nps.gov/elca

National Park Service and Bureau of Land Management. 2010. El Camino Real de Tierra Adentro National Historic Trail “Official Map and Guide”

Sawyer, D.A. and S.A. Minor. “Geologic Setting of the La Bajada Constriction and Cochiti Pueblo Area, in Cerrillos Uplift, the La Bajada Constriction, and Hydrogeologic Framework of the Santo Domingo Basin, Rio Grande Rift, New Mexico.” Professional Paper 1720–A, U.S. Department of the Interior, U.S. Geological Survey, 2006.

Weingroff, Richard F. “The National Old Trails Road, Part 1: The Quest for a National Road.” See Federal Highway Administration, http://www.fhwa.dot.gov/infrastructure/ trails.htm, accessed July 29, 2008.

Historic American Engineering Record, NM-17 and NM-18 drawing packages, La Bajada Acequia and Water System (2013). Completed by Arnold Valdez et al.

**Guidance documents for CLR**

U.S.D.I. National Park Service. 1998. Guide to Cultural Landscape Reports: Contents, Process, and Techniques. Washington, D.C.: National Park Service.

U.S.D.I. National Park Service. 1996. The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes. Washington, D.C.: National Park Service.

U.S.D.I National Park Service. Secretary of the Interior’s Standards for the Treatment of Historic Properties.

National Park Service. 2011. La Bajada Cultural Landscape Report Phase 1: Synthesis of Existing Information, Field Observation, and Analysis, and Preliminary Recommendations. Principal Investigator Baker H. Morrow, FASLA, Professor of Practice, UNM

**CLR Phase II - deliverables**

1. Draft document, 75% (10 hardcopies, and in digital format)

Final document, 100% (20 hardcopies, and in digital format)

B. Final submittal: 100% (20 hard copies, and in digital format)

C.

1. Final document to 100% (hardcopy, WORD, and pdf) , with

2. Research materials -- i.e. all historic and current photographs in jpg on CD, copies of historical documents used (if not procured from NPS).

Final submittal to be sent to Agreements Technical Representative (ATR) for distribution (20 hardcopies and two digital copies (WORD and PDF versions, graphics in jpg format). ATR will send two hard copies and one digital copy to CPCESU.

Written draft plans will be submitted by email in Microsoft Word to the USFS, NPS and the ATR. The final plan will be produced using desktop publishing software such as Adobe Creative Suite including written elements as described in previous sections, plus graphics, maps, tables, and illustrations/photographs needed to adequately communicate essential messages. The document will be sent as a PDF file to the USFS, NPS, and the ATR.

Twenty (20) copies of the final document will be produced by the Principal Investigator, which will include spiral binding or an equivalent, and full-color photographs or black and white historical photographs or illustrations. Two CDs with the Microsoft Word text document, final document PDF file, a final document Adobe InDesign file, and all files necessary for printing will be produced. These copies and CDs will be shipped via FedEx to the ATR.

**Fund Source:** NPS. Connect Trails to Parks This project is funded in the not-to-exceed amount of $60,000, which includes 17.5% for indirect costs.

**Project Schedule:**

Anticipated start date: August 1, 2014

Initial meeting with ATR and others as needed: September, 2014

Work Plan submitted by two weeks after initial meeting

Stakeholder and public meetings: TBD

Draft (75%) submitted: February 6, 2015

NPS (and other) comments submitted by April 6, 2015

Advance Final (100%) submitted: 9/1/15

Final 100% Submittal: October 30, 2015

Required of all agreements:

Project End Date: October 30, 2015

**Budget**

**CLR, Phase II**

**Total: $ 75,000**

**Direct costs:**  $63,830-

**Indirect costs: $11,170 (17.5% using CESU converter)**

**UNM Itemized Budget: See attached.**

**TO BE SUBMITTED BY UNM AND APPROVED BY NPS AND USFS**

Invoices are payable only if the reports and/or products have been received and approved by the NPS ATR . 10% of project funds will be withheld until after acceptance of the final report. No invoices smaller than $500 will be paid except for the last invoice to close the project account.

**(please see attached document)**

**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](mailto: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.