

**Piedmont – South Atlantic Coast Cooperative Ecosystems Studies Unit
Task Agreement**

Between
NATIONAL PARK SERVICE
And
CLEMSON UNIVERSITY

(CLEMSON UNIVERSITY, PARTNER –CA No. H5000 08 5050)
(PSAC-CESU Host, THE UNIVERSITY OF GEORGIA – CA No. H5000 08 5041)

<u>TASK AGREEMENT NO:</u>	<u>COOPERATIVE:</u>	<u>EFFECTIVE PERIOD:</u>
P12AC11294	<u>AGREEMENT NO:</u> H5000 08 5050	Contracting Officer Signature - 9/30/2013

Project Title: Healthy Parks Health People US Strategic Action Plan for Hot Springs
National Park

Principal Investigators: Dorothy Schmalz
Clemson University

Jeff Hallo
Clemson University

Park Representative: Betty Spafford
(or ATR) HOSP Administrative Officer

Funding: Base - 2012: \$57,540.00
Total (Not-To-Exceed): \$57,540.00

I. Project Objective: To develop a Healthy Parks Healthy People (HPHP) Strategic Action Plan for HOSP.

II. AUTHORITY

16 U.S.C. §5933, Cooperative Study Units, authorizes and directs the Secretary 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, or the larger region of which parks are a part.

16 U.S.C. §1a-2(j) authorizes the NPS to enter into cooperative agreements with public or private educational institutions, states, and their political subdivisions, for the purpose of developing adequate, coordinated, cooperative research and

training programs concerning the resources of the national park system. Pursuant to such agreements, the cooperator may accept from or make available to the NPS technical and support staff, financial assistance for mutually agreed upon research projects, supplies and equipment, facilities, and administrative services relating to cooperative research units as the Secretary deems appropriate (research projects subject to Federal Acquisition Regulation excluded)

III. SCOPE OF WORK

The objective of this project is:

The purpose of Hot Springs National Park (HOSP) is to protect the unique geothermal spring water and associated lands for public health, wellness, and enjoyment. This project will develop a Healthy Parks Healthy People (HPHP) Strategic Action Plan for HOSP. The purpose of the plan is to guide the park in fulfilling its legislative purpose in an integrated, holistic approach. In particular, the plan will define the public health, wellness, and enjoyment aspects of the park, and provide a vision for future HOSP HPHP programs.

The development of HPHP programs at HOSP will expand tourism. More people will be visiting to improve their health and wellness. This ties into the City of Hot Springs image of the Spa City, and provides the park and the city the opportunity to market to and attract people who are interested in improving their health and wellness. The project also provides opportunities for local residents to improve their health and wellness thus reducing employer costs associated with lost time due to sickness and injuries.

The intent of this project is to provide:

- Research, technical assistance, and education to promote human health and well-being as related to natural landscapes and species;
- Provide research, technical assistance, and education for activities that contribute to physical, mental, and spiritual health, and social well-being in an interdisciplinary approach for public health, including youth and other at-risk populations, and park and recreation opportunities without impairing resources;
- Provide alignment for park strategies, actions and practices with NPS Healthy Parks Healthy People US vision and goals;
- Provide research, technical assistance, and education towards promoting the Healthy People 2020 (www.healthypeople.gov) topic areas especially those that apply towards NPS lands;
- Assure ideas and projects proposed are evaluated during implementation to show progress towards improving human health in a sustainable manner.

Clemson University and HOSP will host a 3-day strategic planning meeting in October, 2012, to answer three questions, "What does HOSP's mission of public

health, wellness and enjoyment outlined in the 2012 Foundation Statement look like to local residents and out-of-town visitors?" "How does HOSP successfully accomplish this mission?" and, "How is success measured?" The result of the planning meeting will be a HPHP Strategic Action Plan for HOSP. The plan will guide future development of HPHP programs at HOSP, and inform the completion of one or more development concept plans (DCPs) to advance the identified goals.

The project assists in the promotion, facilitation, and improvement of people's understanding of natural, cultural, recreational and other aspects of areas such as national parks, ecological conservation areas, national forests, state and local parks.

IV. APPLICABLE DOCUMENTS

None

V. TASKS

A. The Cooperators agrees to:

1. Provide three PhD subject matter experts and one graduate student to the project
 - a. Dorothy Schmalz, PhD, (Project Manager), Clemson University, Department of Parks, Recreation and Tourism Management
 - b. Jeffrey Hallo, PhD, Clemson University, Department of Parks, Recreation and Tourism Management
 - c. Sarah Griffin, PhD, Clemson University, Department of Public Health Sciences
 - d. Brandi Crowe, graduate student (Ph.D. level)
2. Phase 1 – Conduct a literature review and inventory HOSP assets.
 - a. In collaboration with the NPS, review the history and relevant literature from governmental, professional and academic sources related to the mission of the Park and HPHP.
 - b. Write a 2 to 4 page narrative description of the evolution of public health as it relates to HOSP, from its inception to today.
 - c. Write an annotated bibliography of the literature review.
 - d. With support by the NPS, inventory of HPHP-related natural and historical resources at and nearby HOSP.
 - e. The literature review and inventory of assets will be used by workshop participants and the project team in Phases 2 and 3
3. Phase 2 – HPHP Strategic Planning Workshop
 - a. In joint agreement with the NPS, provide a workshop facilitator
 - i. NKathy Woodard, Clemson University, Director of Planning and Research will serve as the workshop's facilitator.
 - b. With the substantial assistance of the NPS, coordinating and running the workshop

- i. Plan for and holding a HPHP Strategic Action Plan Workshop at HOSP.
 - ii. The workshop will be a 3-day meeting attended by up to 10 public health and park planning experts and professional, not including the project team, HOSP staff, or local attendees. Food and beverage will be provided as part of the workshop. Also, a visit to the park's thermal water bathing facilities will be included as part of the workshop.
 - iii. Identify invitees,
 - iv. Establishing the meeting location in or adjacent to HPHP,
 - v. Arranging for all meeting needs (accommodations, food for 10 public health and park planning experts and professionals, including the project team) and snacks for other invitees, and
 - vi. Providing a plan of action upon conclusion of the meeting.
 - c. A stakeholder focus group may be included in the agenda.
4. Phase 3 – Development of an HPHP Strategic Action Plan for HOSP
 - a. With review and input from the NPS, produce a set of detailed recommendations for actions the project achieves its intended outcomes.
 - b. The 10 to 20 page Strategic Action Plan will consist of the following sections, in addition to results from Phase 1 and 2 that support this action plan in an appendix:
 - i. A summary of research,
 - ii. Background,
 - iii. Intended outcomes,
 - iv. Strategic framework 5 and 10-year strategic action plans,
 - v. Catalyzing elements,
 - vi. Focus areas,
 - vii. Investment needs for success,
 - viii. Obstacles to avoid,
 - ix. Methods for measuring success, and
 - x. This plan will emphasize the holistic enhancement of public health and wellness of HOSP visitors, including those from the local area, while avoiding impacts to cultural resources, natural resources, and the existing visitor experience.
 - c. A project completion meeting with HOSP staff and the project team will be held at the end of Phase 3 to discuss the action plan and any follow-on efforts.
 - d. Deliver 5 copies of the final Strategic Action Plan of the final plan to the park. The park will distribute these copies to the Park Superintendent and the park archives, and the Director of the National Park Service, Midwest Regional Director, the NPS National Park Service Office of Public (Health Healthy Parks Healthy People).
 - e. Deliver 3 digital copies on compact disks of the final plan, and associated submittals, to the park. The park will distribute these

copies to the Park Deputy Superintendent, Chief of Interpretation and Cultural Resource Manager, Facility Manager, and the park library.

- B. NPS is substantially involved with this agreement and agrees to:
1. Participate and collaborate jointly with the Cooperator in carrying out the scope of work.
 - a. Commit staff time, funding, and administrative support to work with, assist, and guide the project team in the performance of their specific tasks. Specifically:
 - i. Develop an agenda, plans, and invitation list for the workshop,
 - ii. Review the draft project deliverables and provide timely comments and input as needed, and
 - iii. Provide input and guidance in post-workshop phone meetings to assist with the development of the HPHP strategic plan.
 2. To provide a NPS technical representative to be to assist with specifics of the project as needed.
 3. Review and approve one stage of work before the next stage can begin.
 4. Review and approve proposed modifications or sub-grants, prior to award.
 5. Direct or redirect the work because of interrelationships with other projects.
 6. Immediately halt an activity if detailed performance specifications are not met.
 7. Oversee Cooperator discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, combined with close monitoring or operational involvement during performance in this project.

Substantial involvement, in accordance to 505 DM 2.8 and 2.9 will be accomplished by:

1. Park Service and cooperator collaborating or jointly participating in reviewing and/or modifying proposals, data and/or reports.
2. Park Service and cooperator jointly participate in accomplishing the project.
3. Park Service involved in operation, monitoring, or management of project over and above normal federal stewardship responsibilities.
4. Extensive collaboration anticipated to incorporate findings or product into park operations.
5. Joint participation is anticipated in the development of interpretive messages presented in various interpretive media (videos, waysides, brochures, etc.).

VI. PRODUCTS AND SCHEDULE

Products: The Cooperators will provide:

- 1) An annotated literature review and inventory HOSP assets
- 2) An HPHP Strategic Planning Workshop
- 3) Development of an HPHP Strategic Action Plan for HOSP

Each product will follow the criteria specified in the Tasks above.

Schedule: This task agreement will become **effective as of the date of Contracting Officer signature** and shall extend through **September 30, 2013**.

Performance Report:	Project Reporting Period:	Report Due Date:
Phase 1		
Literature review and 2-4 page narrative of HOSP & Public Health	September 15 to October 15, 2012	October 22, 2012
Inventory of HOSP assets	September 15 to October 15, 2012	October 22, 2012
Phase 2		
Identification of workshop invitees & issue invitations	September 15, 2012	August 31, 2012
Draft agenda & program	September 15, 2012	August 31, 2012
Establish meeting location & arrangements	September 15, 2012	September 1, 2012
Final agenda & program	September 15, 2012	October 5, 2012
Host & coordinate Strategic Planning Workshop, including stakeholder focus group meeting	October 28 – October 31, 2012	October 31, 2012
Participant evaluations of strategic Planning Workshop	November 1 – November 16, 2012	November 23, 2012
Phase 3		
Meeting minutes & coded themes from stakeholder focus group meeting	November 1 – November 30, 2012	December 7, 2012
Development and draft of Strategic Action Plan	January 18, 2013	January 18, 2013
Project completion meeting with HOSP staff present, discuss, and refine draft Strategic Action Plan	January 2 – January 18, 2013	January 18, 2013
Final HPHP Strategic Action Plan to HOSP and other parties as requested	January 18 – February 15, 2013	February 22, 2013
Time to allow for any follow-up actions or revisions, as requested by HOSP	February 22 – September 15, 2013	September 30, 2013

Performance will be measured and evaluated by monitoring the RECIPIENT's ability to meet the following scheduled activities and tasks, which must be accomplished to achieve project objectives:

TASK/Milestone	Anticipated Completion Date
Literature review and 2-4 page narrative of HOSP & Public Health	October 15, 2012
Inventory of HOSP assets	October 15, 2012
Identification of workshop invitees & issue invitations	September 15, 2012
Draft agenda & program	September 15, 2012
Establish meeting location & arrangements	September 15, 2012
Final agenda & program	October 5, 2012
Host & coordinate Strategic Planning Workshop, including stakeholder focus group meeting	October 31, 2012
Participant evaluations of strategic Planning Workshop	November 23, 2012
Meeting minutes & coded themes from stakeholder focus group meeting	December 7, 2012
Development and draft of Strategic Action Plan	January 18, 2013
Project completion meeting with HOSP staff present, discuss, and refine draft Strategic Action Plan	January 18, 2013
Final HPHP Strategic Action Plan to HOSP and other parties as requested	February 22, 2013
Time to allow for any follow-up actions or revisions, as requested by HOSP	September 30, 2013

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

REPORTS:

- A. **Where to Submit** – Clemson University is required to submit reports to the NPS Contracting Officer/Specialist and the Agreement Technical Representative.
- B. **What and When to Submit** – Clemson University is required to submit to the NPS the following reports at the specified times:
 - 1. Financial Status Report – An SF-425 (Federal Financial Report) shall be submitted quarterly and is due 30 calendar days after the end of each federal fiscal quarter which ends on December 31, March 31, June 30 and September 30. A Final SF-425 (Federal Financial Report), which includes all financial transactions for the life of the award, shall be submitted within 90 calendar days of the end of the agreement.
 - 2. Final Report - A final program performance report shall be submitted following the completion of the agreement. The performance report shall include:

- a. A summary of the overall progress on the work plan, including final results.
 - b. Any problems or favorable or unusual developments.
 - c. Any other pertinent information deemed necessary in accordance with OMB circular A-110 as codified by 2 CFR 215.51.
- C. Overdue Reports and Reports which are not submitted in compliance with these requirements may subject your financial assistance award to withholding of cash payments, future additional requirements, increased frequency of reporting, suspension, and/or termination in accordance with DOI Policy Regarding Financial Status Reporting Requirements Related to Grants and Cooperative Agreements, September 18, 2009.
- D. Any requests for extensions of due dates for the required reports must be submitted in writing to the Contracting Officer prior to the due date for which an extension is being requested.
- E. The Secretary of the Interior and the Comptroller General of the United States, or their duly authorized representatives, will have access for the purpose of financial or programmatic review and examination to any books, documents, papers, and records that are pertinent to the Agreement at all reasonable times during the period of retention in accordance with OMB circular A-110 as codified by 2 CFR 215.53.

VII. GOVERNMENT FURNISHED PROPERTY

All tools, equipment, and facilities furnished by NPS will be on a loan basis. Tools, equipment, and facilities will be returned in the same condition received except for normal wear and tear in project use.

VIII. OTHER CONSIDERATIONS

- 1) Research permits will be requested from each park at least 30 days in advance of work (online permit application site: <http://science.nature.nps.gov/research>). In addition to the National Park Service permits, the contractor/cooperator is responsible for obtaining any other applicable required permits from the states or U.S. Fish and Wildlife Service.
- 2) Park and network staff will be notified at least 2 weeks in advance of arrival on the parks, and will be specifically notified when motorized craft, or other motorized equipment are to be used during a sampling trip.
- 3) Cooperators are responsible for taking any other measures necessary to the safe performance of the work for this project.

IX. BUDGET

SALARY (WAGES)	FY12
Research assistant (MS level - B. Crowe - (20 hrs per week @ \$11 per hour, Aug. through Jan.)	\$5,280.00
Total wages	\$5,280.00
SALARY PI (UCLASS)	
Hallo (0.75 month salary)	\$5,539.68
Schmalz (0.75 month salary)	\$5,568.78
Griffin (0.75 month salary)	\$5,656.33
Woodard (5 days salary)	\$1,621.43
Total PI Salary	\$18,386.23
TOTAL SALARY	\$23,666.23
FRINGE	
Schmalz, Hallo, Griffin (26.2%)	\$4,392.38
Woodard (32.2%)	\$522.10
Student workers (3.0%)	\$158.40
Total Fringe	\$5,072.88
TRAVEL	
Strategic Planning Workshop travel and federal per diem for 10 people including project team (Per diem \$101 lodging, \$46 meals per day for 4 days (3 conference, 1 travel) + \$450 airfare per person)	\$10,380.00
Strategic Planning Workshop travel and federal per diem for 5 Clemson team members including project team (Per diem \$32 meals per day for 4 days (3 conference, 1 travel) + \$400 airfare per person + \$101 per night lodging per room for 3 rooms for 3 nights)	\$3,549.00
Project Completion Workshop for 4 project team members (\$32 meals per day for 2 days + \$400 airfare per person, plus \$200 rental car and gas, 3 rooms for 1 night at 101 per night)	\$2,359.00
1 Van plus rental car, and gas (for Strategic Planning Workshop)	\$750.00
	\$17,038.00
OTHER	
Meeting supplies	\$200.00
Meeting refreshments and food	\$1,308.10
Printing	\$250.00
Quapaw Baths and Spa - Thermal waters (\$18) & steam cave (\$10) for 18	\$540.00
Meeting room (Embassy suites) for 3 days	\$895.00

Total Other	\$3,193.10
TOTAL Direct	\$48,970.21
Indirect @ 17.5% to Clemson University	\$8,569.80
Total Cost	\$57,540.00

X. AWARD AND PAYMENT

A. **General** - The NPS will obligate **\$57,540.00** in accordance with the agreed upon Not-to-Exceed (NTE) amount. Any changes to this NTE price will be accomplished through a modification of this Task Agreement. All terms and conditions of the CESU Cooperative Agreement apply to this Task Agreement.

B. Payment/Invoices

- (1) **Request for Reimbursements** – Requests for Reimbursement of Funds (SF-270), shall be submitted, electronically, to the NPS ATR and to the NPS Contracting Officer, as identified in the Key Official section of this Task Agreement. Payment will be made **no more frequently than quarterly** and shall be paid by electronic fund transfer.
- (2) The Cooperator shall be reimbursed for allowable cost incurred for work accomplished in accordance with the attached Statement of Work (SOW). Payment will be made based on cost incurred up to the total Task Order NTE price \$57,540.00 in accordance with the budget.

Nothing in this Task Agreement shall be construed as binding the NPS to expend in any fiscal year any sum in excess of the total current obligation.

- (3) The effective date (award/start date) and completion date must be on each SF-270. In addition, the CESU Agreement Number and Task Agreement Number must be clearly marked in each SF-270. The CESU Host and each CESU Partner has been assigned a CESU Agreement Number, so that NPS can pay each partner directly. All agreement numbers are shown on the title page of this Task Agreement. The CESU Agreement Number and Task Agreement Number must be clearly marked on each SF-270.

XI. KEY PERSONNEL

National Park Service Gentry Sharpe/Alison Smith Contracting Officer/Contract Specialist East Major Acquisition Buying Office 100 Alabama Street, 1924 Bldg. Atlanta, GA 30303 Ph:(404) 507-5754 (office) Fax:(404) 562-3256 (fax) e-mail: alison_smith@nps.gov	Principal Investigators Dorothy Schmalz Associate Professor Clemson University 128 McGinty Court, Lehotsky Hall Clemson, SC 29634-0735 Phone: 864-656-2184 Fax: 864-656-2226 Email: schmaltz@clemson.edu
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<p>NPS PSAC-CESU Coordinator Dr. Ray Albright 2431 Joe Johnson Dr., Rm 274 Knoxville, TN 37996-4563 Ph:(865) 974-8443 Fax: (865) 974-4714 e-mail:ray_albright@nps.gov</p> <p>Park Representative (or ATR) Betty Spafford Hot Springs National Park 101 Reserve Street Hot Springs, AR 71901 Phone: 501-620-6722 Fax: 501-620-6778 Email: betty_spafford@nps.gov</p>	<p>Jeffrey Hallo Assistant Professor Clemson University 128 McGinty Court, Lehotsky Hall Clemson, SC 29634-0735 Phone: 864-656-3237 Fax: 864-656-2226 Email: jhallo@clemson.edu</p> <p>Agreements Official Kristin LaRoche Clemson University Office of Sponsored Programs 304B Brackett Hall Clemson, SC 29634-5702 Ph:(864) 656-6114 Fax:(864) 656-0881 e-mail:klaroch@clemson.edu</p> <p>Dr. Gerald Sonnenfeld VP for Research 300 Brackett Hall Box 345702 Clemson University Clemson, SC 29634-5702 Ph:(864) 656-2424 Fax:(864) 656-0881 e-mail:OSP_L@clemson.edu</p>
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This Task Agreement is subject to all the provisions included in the CESU Cooperative Agreement referenced above.

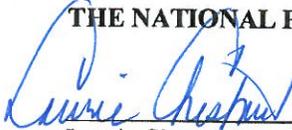
XII. SIGNATURE(S)

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

CLEMSON UNIVERSITY


Name Gerald Sonnenfeld, Ph.D. Date 9/6/2012
Title Vice President for Research

THE NATIONAL PARK SERVICE


Laurie Chestnut Date 9/6/2012
Contracting Officer