



**National Park Service
U.S. Department of the Interior**

NOTICE OF INTENT TO AWARD

This Funding Announcement is not a request for applications. This announcement is to provide public notice of the National Park Service (NPS), intention to fund the following project activities **without** competition.

ABSTRACT	
Funding Announcement	P16AS00381
Project Title	Notice of Intent: Improve access to NPS Archives
Recipient	Colorado State University
Total Anticipated Award Amount	\$39,971
Cost Share	<i>None Required</i>
Anticipated Length of Agreement	3 years
Anticipated Period of Performance	Through June 30, 2019
Award Instrument	Cooperative Agreement (task award)
Statutory Authority	<i>54 U.S.C. §100703, Cooperative Study Units</i>
CFDA # and Title	<i>15.945, Cooperative Research & Training Programs</i>
Single Source Justification Criteria Cited	#2 - Continuation
Point of Contact	Kelly Adams, Grants Management Specialist

OVERVIEW, RECIPIENT AND NPS SUBSTANTIAL INVOLVEMENT

The National Park Service (NPS) creates resource management records in the course of daily business which are considered permanent. These records incorporate the long history of assembling data on and managing park cultural and natural resources during the past century. Over 40% of known agency archives are uncataloged. The need to utilize information in these inaccessible records grows daily.

- (1) This project provides an archives-focused educational work experience for archives, library, and digital information students

which will complement classroom instruction through continuing efforts to assemble and catalog archival collections and improve park and public access to archival information of the NPS. Students, in cooperation with archivists from the Intermountain Region Museum Services Program will inventory an estimated 1 million uncataloged archives to provide initial information about collection contents. Approximately 2,000 legacy archives catalog records will be updated, and finding aids will be generated for them to facilitate access. Cataloging, also with finding aids, will be completed for an estimated 101 linear feet (about 161,000 items) of archives from Coronado National Memorial, Denali National Park, and John D. Rockefeller Memorial Parkway.

- (2)
- (3) An estimated 34,000 items from Coronado National Memorial's archeology records, John D. Rockefeller Memorial Parkway's resource management records, and the Western Archeological and Conservation Center's Ruins Stabilization and Submerged Resources collections will be digitized. These collections are part of on-going efforts to share information, while providing experience with applying the National Archives and Records Administration digitization protocols and best practices. A prototype collections guide, consolidating information about paleontology and geology resources in the Intermountain Region, will be developed. The guide will create a descriptive list of references and direct users to digitized versions that may exist on the NPS Data Store. Opportunities to gain library experience in periodicals management, circulation, and research also will be offered.
- (4)
- (5) This project will provide an ideal forum for students to acquire diverse skills related to the management of archival, library, and digital information and strategies for making those resources available to multiple audiences, while enhancing the students' employability in the public or private sector.
- (6)

Substantial involvement on the part of the National Park Service (NPS) is anticipated for the successful completion of the objectives to be funded by this award. NPS staff will provide:

1. Provide financial assistance to the Recipient as provided in Article VI. The budget, included as Attachment A, is incorporated in this Task Agreement.
2. Provide a NPS archivist to accompany and work with the selected individual during the on-site assessments at John D. Rockefeller Memorial Parkway and Denali National Park.
3. Select the archival collections to be addressed by this project.
4. Identify and assemble the archival collections from parks and programs to be processed, cataloged, and digitized; complete pest management for incoming collections; develop modifications to processing plans as necessary; obtain accession and catalog numbers; coordinate the review of arranged and rehoused collections, draft catalog records, and finding aids; and deliver discovery tools such as finding aids to parks and programs.
5. Assist with the selection of and train students in applying the protocols for handling, labeling, cataloging, and digitizing records; developing and embedding appropriate metadata, implementing quality control procedures, and using local equipment for digitization.

6. Provide technical consultation throughout the ongoing work.
7. Determine rehousing strategies and provide all supplies necessary for rehousing and other aspects of the project.
8. Work with the School of Information to develop a format for the Prototype Collections Guide for Paleontological and Geological Program records
9. Review all products and the final project report and provide the School of Information with corrections needed to meet standards.
10. Provide space at WACC, Tucson, AZ, and equipment, including government laptop or desktop computers, scanners, and network access, for all work.
11. Coordinate access to archives repositories and library necessary for the completion of this project.

SINGLE-SOURCE JUSTIFICATION

DEPARTMENT OF THE INTERIOR SINGLE SOURCE POLICY REQUIREMENTS
Department of the Interior Policy (505 DM 2) requires a written justification which explains why competition is not practicable for each single-source award. The justification must address one or more of the following criteria as well as discussion of the program legislative history, unique capabilities of the proposed recipient, and cost-sharing contribution offered by the proposed recipient, as applicable.
In order for an assistance award to be made without competition, the award must satisfy one or more of the following criteria: (1) Unsolicited Proposal – The proposed award is the result of an unsolicited assistance application which represents a unique or innovative idea, method, or approach which is not the subject of a current or planned contract or assistance award, but which is deemed advantageous to the program objectives; (2) Continuation – The activity to be funded is necessary to the satisfactory completion of, or is a continuation of an activity presently being funded, and for which competition would have a significant adverse effect on the continuity or completion of the activity; (3) Legislative intent – The language in the applicable authorizing legislation or legislative history clearly indicates Congress’ intent to restrict the award to a particular recipient of purpose; (4) Unique Qualifications – The applicant is uniquely qualified to perform the activity based upon a variety of demonstrable factors such as location, property ownership, voluntary support capacity, cost-sharing ability if applicable, technical expertise, or other such unique qualifications; (5) Emergencies – Program/award where there is insufficient time available (due to a compelling and unusual urgency, or substantial danger to health or safety) for adequate competitive procedures to be followed.

NPS did not solicit full and open competition for this award based the following criteria:

(2) Continuation – This award is the continuation of a prior year award which was awarded to Colorado State University. The research for this award has been ongoing project with the Principal Investigator and competition would have a significant adverse effect on the continuity or completion of the activity. In addition, the cooperator is a member of an established **Cooperative Ecosystem Studies Unit (CESU) network**, and was awarded a Cooperative Agreement (**P14AC00921**) allowing **CSU** to participate in specific tasks, and can provide the specific research and investigative support to conduct this particular task while providing an effective outcome for the National Park Service and the research project. As such, the applicant is uniquely qualified to perform the activity based on their participation as a **University** Partner.