NATIONAL PARK SERVICE
FINANCIAL ASSISTANCE: NOTICE OF INTENT TO AWARD

This announcement is not a request for applications.

This announcement is to provide public notice of the National Park Service's intention to award financial assistance for the following project activities. *Refer to Section 2. Grants.gov Posting Determination.*

ABSTRACT	
Grants.gov Opportunity Number	NPS-19-NERO-0005
Project Title	Catalog Lowell NHP Archives for Regional Northeast Museum Ser
Recipient	American Conservation Experience
Anticipated Federal Funding	$42,920
Non-Federal Cost Share	$14,879.02
Total Anticipated Award Amount	$57,799.02
Award Instrument	☑ Task Agreement ☐ Cooperative Agreement ☐ Grant Agreement
Anticipated Period of Performance	Through January 31, 2020
Legal Authority	54 USC 101702(a); 16 USC 1723(c)
CFDA # and Title	15.931 – Conservation Activities by Youth Service Organizations
Single Source Justification Criteria	
National Park Service Point of Contact	Patrick Reidy, Grants Management Specialist 215-597-5949

Section 1. Project Summary

PROJECT GOALS AND OBJECTIVES

A. Project Goals – This internship will provide training in professional archival standards, principles and procedures by giving the intern hands-on cataloging and preservation training through applied processes and the development of finding aids through the use of the Interior Collections Management System (ICMS).

B. Project Objectives – The intern will process, catalog, rehouse, and develop a finding for archival collections from Northeast Region National Park Service sites. The intern will learn to assess temporary and permanent records, develop hierarchies and create electronic records for accountability and public access.

STATEMENT OF PUBLIC PURPOSE

This project will complete cataloging of over 50 linear feet of resource management records for Lowell National Historical Park. This project will ensure proper preservation of the records according to National Park Service standards and also facilitate easier access to the collections by researchers and by park staff.
This internship is focused on providing a hands-on, project-based learning opportunity. It will be specifically useful for students nearing graduation and about to enter the professional world of archives and considering a career focused on managing and/or caring for archival collections.
The main teaching and learning goals are:
- Provide participants with an overview of preventative conservation; collections management policies and procedures; and the tasks associated with managing archival collections.
- Teach participants about their roles and responsibilities as they related to archival collections, to ensure that curation is effectively considered at each stage of the cataloging process.
- Offer solutions and resources that participants can refer to as they encounter collections management scenarios.

STATEMENT OF WORK SUMMARY

Two interns will work with the Curatorial Division.
One position is 40 hours per week for 32 weeks. One position is for 21 hours a week for 23 weeks. Work is accomplished Monday through Friday, between the hours of 6:00 am and 5:00 pm.
Internship work will include:
• Processing NPS archival collections as selected by the NMSC management staff
• Assisting with archives cataloging, preservation and rehousing needs;
• Working in partnership with the NPS Curator and Archivist on other regional projects;
• And, representing the NPS in a positive and professional manner.
Desired Knowledge and Skills:
• Strong oral and written communication skills;
• Demonstrated experience working as a member of a team to accomplish stated goals and objectives;
• Strong command of historical research skills;
• Ability to synthesize information acquired through research;
• Computer skills (MS Word, Excel, scanning software, also highly desired In-Design, Photoshop).

RESPONSIBILITIES OF THE PARTIES

A. The recipient shall be responsible for the following items under this agreement:

1. The Recipient shall carry out the Statement of Work in accordance with the terms and conditions stated herein. The Recipient shall adhere to Federal, state, and local laws, regulations, and codes, as applicable.
2. Maintain qualified individuals, acceptable to the NPS, for the Archives Intern positions
3. Recruit to fill the internship positions.
4. Provide travel allowance for the Interns while living within commuting distance of their duty station; and, provide subsistence and housing for the Interns during their tour of duty.
5. Provide RT travel from the Interns' homes to the duty station .
6. Oversee, direct, and take corrective measures including, but not limited to, issues of conduct for the Interns provided to the NPS NMSC.
7. Maintain administrative support for the interns while participating in the program.
8. Provide the required 25% cost share.

B. The NPS Responsibilities:

☑ A task agreement is proposed;

☐ A cooperative agreement is proposed;

therefore substantial involvement by NPS is anticipated during the period of performance of this agreement. In support of this agreement NPS will:

1. Provide meaningful assignments to the Archives Interns in the areas of cataloging, conservation, preservation, and access of museum collections. NPS will provide a career development experience to the Archives Interns and experience working with NPS collections.
2. Provide project oversight and direction on assignments given to the Archives Interns.
3. Provide appropriate NPS technical representatives to provide guidance and mentoring to the Archives Interns on specific projects.
4. Provide financial assistance in accordance with Article VI.
5. Provide training to the Archives Interns to make their service more effective and ensure that they are properly trained for all activities they are assigned to perform. Training will also be provided throughout the project to enhance the participants' understanding of the NPS and programs they are assigned to and their role in accomplishing the overall mission.
6. Provide all necessary tools, equipment (including safety equipment and facilities), work site transportation, work specifications, and applicable rules and regulations for the Archives Interns.

☐ A grant agreement is proposed, therefore no substantial involvement on the part of the NPS is anticipated for the successful completion of the statement of work. It is anticipated that involvement will be limited to actions related to monitoring project performance and technical assistance at the request of the recipient.

Section 2. Grants.gov Posting Determination

☑ The National Park Service intends to award a task agreement under a previously competed or single source justified award.

☐ The National Park Service intends to award a single source justified cooperative agreement. *Refer to Section 3 Single Source Justification.*

☐ The National Park Service intends to award a single source justified grant agreement. *Refer to Section 3 Single Source Justification.*

Section 3. Single Source Justification

NATIONAL PARK SERVICE
SINGLE SOURCE POLICY REQUIREMENTS

National Park Service Policy FAP&P 1443-2015-06 requires a written justification which explains why competition is not practicable. The justification must address one of the following criteria.

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. The unsolicited proposal must demonstrate an innovative capability or concept not currently available to the government, and prepared without Government involvement. ;

(2) Continuation – The activity to be funded is necessary to the satisfactory completion of, or is a continuation of, an activity presently being funded, 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, technical expertise, or other such unique qualifications. Successful past performance, familiarity with existing requirements, capabilities that can be obtained or matched by a competitor, or a positive reputation, are not considered to be 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:

☑ Task Agreement issued under previously competed or single source master cooperative agreement per Section 2 above. Single Source Justification not applicable.

☐ Unsolicited Proposal ☐ Continuation ☐ Emergency

☐ Legislative Intent ☐ Unique Qualifications

Explanation of the proposed recipient's qualifications or the criteria of the proposed project which requires use of the single source criteria cited.

Section 4. Department of the Interior Secretary's Priorities

This award will support the following DOI Secretary priority(ies):

Other Key Initiatives:

- ☐ Employment of veterans.
- ☐ Supporting DOI Infrastructure needs.
- ☐ Creating jobs in the American economy.
- ☐ Access to outdoor recreation opportunities.

Priority 1: Creating a conservation stewardship legacy second only to Teddy Roosevelt

- ☐ Utilize science to identify best practices to manage land and water resources and adapt to changes in the environment.
- ☐ Examine land use planning process and land use designations that govern public use and access.
- ☐ Revise and streamline the environmental and regulatory review process while maintaining environmental standards.
- ☐ Review DOI water storage, transportation, and distribution systems to identify opportunities to resolve conflicts and expand capacity.
- ☐ Foster relationships with conservation organizations advocating for balanced stewardship and use of public lands.
- ☐ Identify and implement initiatives to expand access to DOI lands for hunting and fishing.
- ☐ Shift the balance towards providing greater public access to public lands over restrictions to access.

Priority 2: Utilizing our natural resources

- ☐ Ensure American energy is available to meet our security and economic needs.
- ☐ Ensure access to mineral resources, especially the critical and rare earth minerals.
- ☐ Refocus timber programs to embrace the entire 'healthy forests' lifecycle.
- ☐ Manage competition for grazing resources.

Priority 3: Restoring trust with local communities

- ☐ Be a better neighbor with those closest to our resources by improving dialogue and relationships with persons and entities bordering our lands.
- ☐ Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.

Priority 4: Ensuring sovereignty means something

- [ ] Support tribal self-determination, self-governance, and sovereignty.
- [ ] Solidify mutual interests between the U.S. and the freely associated states and territories.

Priority 5: Generating additional revenues to support DOI & National interests

- [ ] Ensure that the public receives the full market value for the natural resources produced on Federal lands.
- [ ] Ensure that fees or costs levied for DOI services are reasonable and targeted to achieve cost recovery.
- [ ] Consider the impact of DOI decisions on economic development and job creation.

Priority 6: Protecting our people and the border

- [ ] Actively support efforts to secure our southern border.
- [ ] Ensure DOI law enforcement staffing addresses public safety risks anticipated on DOI land.
- [ ] Promote a "public service" demeanor within our law enforcement community.

Priority 7: Striking a regulatory balance

- [ ] Reduce the administrative and regulatory burden imposed on U.S. industry and the public.
- [ ] Ensure that Endangered Species Act decisions are based on strong science and thorough analysis.

Priority 8: Modernizing our infrastructure

- [ ] Support the White House Public/Private Partnership Initiative to modernize U.S. infrastructure.
- [ ] Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs.
- [ ] Prioritize DOI infrastructure needs to highlight:
    1. Construction of infrastructure;
    2. Cyclical maintenance;
    3. Deferred maintenance.

Priority 9: Reorganizing for the next 100 years

☐ Improve alignment and integration of the DOI organizational structure. Redistribute organizational resources (people and funding) to enhance mission achievement and improved public service.

☐ Improve organizational alignment with Executive Branch counterparts with major land management assets or influence.

Priority 10: Achieving our goals and leading our team forward

☐ Senior executives are expected to provide leadership in achieving goals of the President and the Secretary.

☐ The Management Team is expected to:

1. Ensure cost-effective operations and quality service to the public;
2. Facilitate organizational cooperation and conflict resolution;
3. Ensure the workplace environment is conducive to employee productivity and safety;
4. Hold individuals accountable for actions that violate DOI policies and requirements.

The proposed project does not support any of the DOI Secretary priorities, but the project is being funded for the following reasons: