

**U.S. Army Corps of Engineers
Fiscal Year 2013
Handshake Program Application**

Please review instructions before completing application!

Corps Lake/Project Name:**Raystown Lake Project**

Handshake Proposal Title:**The Raystown Lake Naturalized Wildlife & Bird Watering Rehabilitation Project**

Corps POC Name:**Jude Harrington**

Telephone: **(814) 658 - 6808** ext.

E-Mail: **jude.t.harrington@usace.army.mil**

A. Eligibility checklist:

1. Is the seed money going to be spent at Corps facilities and resources that are being maintained by the Corps at 100% expense? * **Yes** **No**

2. Is the agreement with a non-federal public or private entity(ies)? * **Yes** **No**

3. Is the proposed activity within current authorities and contained in the annual or 5-year work plan in the approved OMP? ** **Yes** **No**

4. If no, when will the OMP be updated and approved? (example: Sept 10)

**If "No" to either question 1 or 2 the proposal cannot be authorized under the Corps' challenge partnership authority.*

*** If "No" to question 3 and the date provided in answer to question 4 would come after the commencement of your proposed challenge partnership your activity can not be authorized.*

B. Handshake Funding Program Request (maximum \$30,000): \$30,000

C. Cooperative Agreement Bonus: Challenge Partnerships that include a Cooperating Association with which your project/district has entered into a Cooperative Agreement are eligible to compete for an additional \$5000. You must include a copy of the signed agreement with your proposal. (Reference Chapter 9 of ER and EP 1130-2-500 for information on cooperating associations).

D. Incentive Points Category: Check the box if your Lake/Project qualifies to receive bonus points on the evaluation score for submitting partnership success stories/GETS. Also include an explanation of the GETS submittal and the date of submission below the check box.

Partnership Success Stories/Good Enough to Share Submittals: Facilities that provided at least one partnership success story from previous activities may qualify for bonus points. Please check box if you have submitted a GETS or Partnership Success Story in Fiscal Year 2012

Description:

In 2012 Raystown Lake (NAB) hosted its first annual Chalk on the Walk, a sidewalk chalk-art competition to promote the water safety mission. The Corps of Engineers and the National Art Education Association (NAEA,

Indiana University of Pennsylvania Chapter) partnered to offer this event to the public, free of charge. Submitted, September 2012.

E. Describe your partnership and the proposed project:

Your project will be evaluated on the following categories: Sustainability, Partnership Value, Recreation Benefit, Environmental Stewardship Benefit, Communication and Education Value, and Innovativeness. Please address each in your description.

Description:

The Raystown Lake Naturalized Wildlife & Bird Watering Rehabilitation Project seeks to renovate and revitalize over 15,000 ft² of degraded wildlife and birding habitat adjacent to the Visitors Center. The naturalized area, including the wildlife, bird, and watering area, was established 13 years ago with the purpose of developing an area for wildlife next to the Visitor's Center. Design and construction were accomplished through a youth volunteer program; without professional design services. In their current state; there is little educational and wildlife benefits to the facility. Inefficient pumps and aging infrastructure of the ponds require ongoing maintenance that is beyond the availability of current and future resources. Non-professional contouring of the gardens and plant selection has led to inadequate drainage and damaging runoff conditions. Leaks and poor plumbing require daily addition of treated water while invasive plant intrusions have outcompeted most native plants, limiting natural food sources and attracting little diversity in wildlife. This project thoughtfully invests financial resources to transform a deficient habitat area into a naturalized area with comprehensive benefits; resulting in considerably fewer operational and maintenance costs.

The proposed project to renovate and revitalize the existing naturalized area for wildlife and birding will incorporate the Corps principles and missions of sustainability, environmental stewardship, recreation, and environmental education through an innovative partnership approach. Complete removal and new construction of the existing ponds, design and implementation of a rain garden, treatment of invasive species, and native plantings will transform the existing area into an environmentally sound, sustainable, and aesthetically pleasing landscape feature for the visiting public while serving as a critical educational (interpretive) extension of the Visitor Center exhibits. Upon completion, the area will serve as initially conceived; to provide a naturalized area for wildlife benefit. Professional design and close attention to product materials and native plant selections will increase the longevity and sustainability of the project for wildlife benefit.

(A) Sustainability: The Naturalized Wildlife & Bird Watering Rehabilitation Project provides an opportunity to communicate key messages related to environmental sustainability to the public through interactions with visitors as per the Strategic Strategy Goal 3.3. The accomplishment of a sustainable site will be achieved through the implementation of two key features: (1) The design and construction of a rain garden. Over 1,850 feet of surface drainage from the Visitor's Center roof will be incorporated into a rain garden. With nearly 38" of annual precipitation for our region, approximately 43,825 gallons of rainwater capture is expected to occur. This capture will be used to naturally recharge the pond and dramatically reduce the daily requirement to add costly treated water to the feature. Additionally, the rain garden will allow for groundwater recharge through natural percolation, reduce the need for plant watering, and reduce maintenance that is required to remediate runoff damage. (2) The incorporation of an energy efficient pond pump will aid in meeting energy reduction requirements through responsible electrical consumption. Overall, with the improvements proposed to this area, the expected lifetime for the water feature exceeds 15-20 years of operation with habitat benefits providing sustainable yields for wildlife beyond 15-20 years.

(B) Partnership Value: The implementation of this project will be a collaborative effort between four partners, led by the Raystown Lake Staff. Each group committed to the implementation of this project brings a unique interest and skill that will result in overall success for the naturalized area.

This project will include the development of a new partnership with Natural Biodiversity, a 501.c.3 organization. Natural Biodiversity sprouted from an action item in the Kiski-Conemaugh River Basin Conservation Plan, which recognized the need for invasive species management and habitat improvement in the region. In the past decade, the Natural Biodiversity program has restored hundreds of acres of land, engaged over 100,000 people in conservation education programs, mobilized 2,000 people in environmental service learning, provided more than 100 site management plans to landowners, and authored two large landscape-level invasive plant management plans. Natural Biodiversity also led efforts to establish the second official Cooperative Weed Management Area in PA, a partnership focused on preventing and solving invasive species problems in the 3,400 square-mile Juniata Watershed (in which Raystown Lake is located). Overall, they are an expert in the field of invasive species management and bring a wealth of knowledge into native and sustainably designed landscapes.

The project will also serve to strengthen our existing partnerships with the Friends of Raystown Lake (a Raystown Lake Cooperative Association) and the Huntingdon County Visitors Bureau (a Raystown Lake Cooperative Association). Both of these dedicated partners recognize and embrace the importance and value in creating a sustainable pond and birding area. Their continual support of projects at Raystown Lake is a testament to the working relationship established to enhance the recreational opportunities of the lake. They each bring to the project a financial contribution and the availability to commit critical cost reducing volunteer resources.

(C) Environmental Stewardship Value: The proposed project is well matched to the mission of the U.S. Army Corps of Engineers Environmental Stewardship Program which provides for sustainable lands and waters for future generations. The primary purpose of this project is to take a non-functioning, primarily non-native habitat and return it a naturalized area that will support bountiful varieties of local wildlife. Including the sustainability initiatives mentioned above, completion of this project will remove invasive species and integrate the three components necessary for any sustainable habitat: food, water, and shelter. The result will be a naturalized area that serves as an attractant for natural biodiversity and sustainable wildlife food sources. Additional stewardship values and principles to include storm water management and erosion control are incorporated through development of the rain garden.

(D) Recreational Benefit: The recreational benefit of this project to the visiting public of Raystown Lake is unique in scope due to the location of the project immediately adjacent to the Visitors Center. The Visitor Center itself draws approximately 25,000 visitors per year from multiple user groups, out of the nearly 430,000 that visit the Seven Points Recreation Area. Here visitors are able to be immersed in the simple beauty of Raystown Lake with views of the lake, mountains, and the largest marina in the state of Pennsylvania. The Visitor's Center is connected to almost all of the recreation facilities in the immediate area including campgrounds, day use facilities, and the marina through an alternative transportation pathway. Finally, the Visitor's Center serves as a new (2012) access point to the nationally acclaimed Allegrippis Trail System which draws thousands of riders and hikers annually. This project provides the perfect opportunity to expand the indoor exhibits of the Visitors Center into the desirable outdoor environment of Raystown Lake. The revitalization of the wildlife and birding area will provide critical opportunities for plant identification, bird and wildlife watching, lessons in wildlife attraction, photography, and quiet reflection with universal access to all. Persons will not be limited by an inability to traverse non-accessible trails or long distances, rather opportunities to view and participate in the activities and beauty of native habitat are available from the sidewalks of the building or the expansive deck of the Visitor's Center. Here, visitors can be treated with a unique opportunity to view an ecosystem in its entirety - without disturbing the wildlife that require the resource.

(E) Communication and Education Value: Completion of this project allows for the opportunity to effectively promote awareness and understanding of the Corps missions and goals in environmental stewardship and sustainability all while providing a recreation feature. Visitors all of ages can be actively engaged in the principles and concepts of water sustainability through rainwater collection, energy conservation through efficiency in pumps, and the importance of creating naturalized habitat for wildlife benefit. All of these principles can be incorporated in a visitor's personal garden and landscape area; which, serves to strengthen the environmental ethic of our visitors. Additional educational opportunities for flora and fauna identification exist with the development of the birding area. The target audience of our project extends beyond visitors to the park and adjacent amphitheater to include school and community groups. Through our partnership with the Huntingdon County Visitors Bureau (HCVB) an annual average of 2500 kids and adults participate in school and community tours directly at the Visitors Center. Members of the HCVB are excited about the opportunity to expand upon the importance of implementing native wildlife habitat while incorporating the principles of sustainability and stewardship into their lessons and tours. Existing wayside exhibits and an adjacent nature trail serve to strengthen the environmental education value of the entire area. Exhibits interpreting water as a requirement of wildlife habitat can be readily incorporated into the proposed design while future exhibits detailing the importance of energy efficiency and water sustainability can be interpreted through the rain gardens and ponds.

(F) Innovativeness: The rehabilitation and revitalization project is innovative in two completely different aspects:

1. The naturalization project provides an innovative approach to incorporate the diversity of the Corps missions and goals into a single project. While foremost meeting desirable habitat needs, the project also uniquely addresses the challenging and growing need to interpret sustainability and environmental stewardship missions. The rehabilitation of the naturalized area highlights our ability to change public opinion on sustainability beyond what we as professionals are doing on public lands. We believe many of the principles incorporated in our project will be replicated at various levels in our visitor's homes and businesses. The opportunity to positively influence environmental stewardship in the park and change the environmental ethic at home makes this project truly innovative.
2. This project has taken a different approach in the development of a partnership. For years, we have recognized the deficiencies that exist in the habitat but have lacked the partner to provide the needed expertise to really solve the problem. Rather than a partner approaching us with an idea, through this project, we sought out a partner with the skill set necessary to incorporate sustainability and stewardship to achieve a desirable, successful result.

The Corps will:

1. Raystown Lake Project (Partnership Value: \$12,000): The Raystown Lake Project Staff will provide oversight and coordination among partners throughout the scope of the project. This includes staff time to oversee volunteer activities and work necessary to complete contract specifications for the implementation of new pond features, pumps, and plumbing. Raystown Lake will provide labor funding for the procurement of contractor services. In addition, equipment and operators (back-hoe and skid steer) will be provided to implement the design of the rain garden.
2. Handshake (Partnership Value: \$30,000): The Handshake Program will provide the funding for all aspects of implementing a 3 tier pond structure plus waterfall and stream. This will include liner, plumbing, pumps, stone, and contractor labor. Additional Handshake funds will be utilized for native plants and the professional design of the rain garden area to ensure maximum rainwater capture and groundwater recharge.

The Partner(s) will:

1. Natural Biodiversity (Partnership Value: \$10,000): The Executive Director will provide expertise in rain water capture and assistance in procurement of a native plant selection to improve both habitat value and visual aesthetics of the Raystown Lake Visitor's Center. Additionally, the organization will work to secure donations

and services assist Raystown Staff in the construction of the rain garden portion of this project. 2. The Friends of Raystown Lake (Partnership Value: \$3,500): The Friends of Raystown Lake will support this project through a financial contribution toward invasive species treatment and control in the birding and pond area. Additionally, they will provide volunteers to remove non-native vegetation and completely remove the existing pond structures. 3. The Huntingdon County Visitors Bureau (Partnership Value: \$1,500): The Huntingdon County Visitors Bureau will support this project through a financial contribution toward the procurement of native aquatic plants. Additionally, they will provide volunteers to remove non-native vegetation and assist in the complete removal of the existing pond structures while continuing to provide educational tours of the facility.

Challenge Partnership Financial Work Sheet

Corps Project Name: Raystown Lake Project

Work Project Title: The Raystown Lake Naturalized Wildlife & Bird Watering Rehabilitation Project

POC Name: Jude Harrington

Address: 6145 Seven Points Road City: Hesston State: PA Zip Code: 16647

Telephone: 8146586808

Location on Project: Raystown Lake Visitors Center

Partner Organization 1: Natural Biodiversity

POC Name: Kristina Strosnider, Executive Director

Address: P.O. Box 84 City: Ebensburg State: PA Zip Code: 15931

Telephone: 8146507556

Partner Organization 2: The Friends of Raystown Lake

POC Name: Julie Kopp, President

Address: P.O. Box 87 City: Hesston State: PA Zip Code: 16647

Telephone: 8146580116

Partner Organization 3: The Huntingdon County Visitors Bureau

POC Name: Matt Price, Executive Director

Address: 6993 Seven Points Road City: Hesston State: PA Zip Code: 16647

Telephone: 8146580060

Proposed start date of work: Mar-13

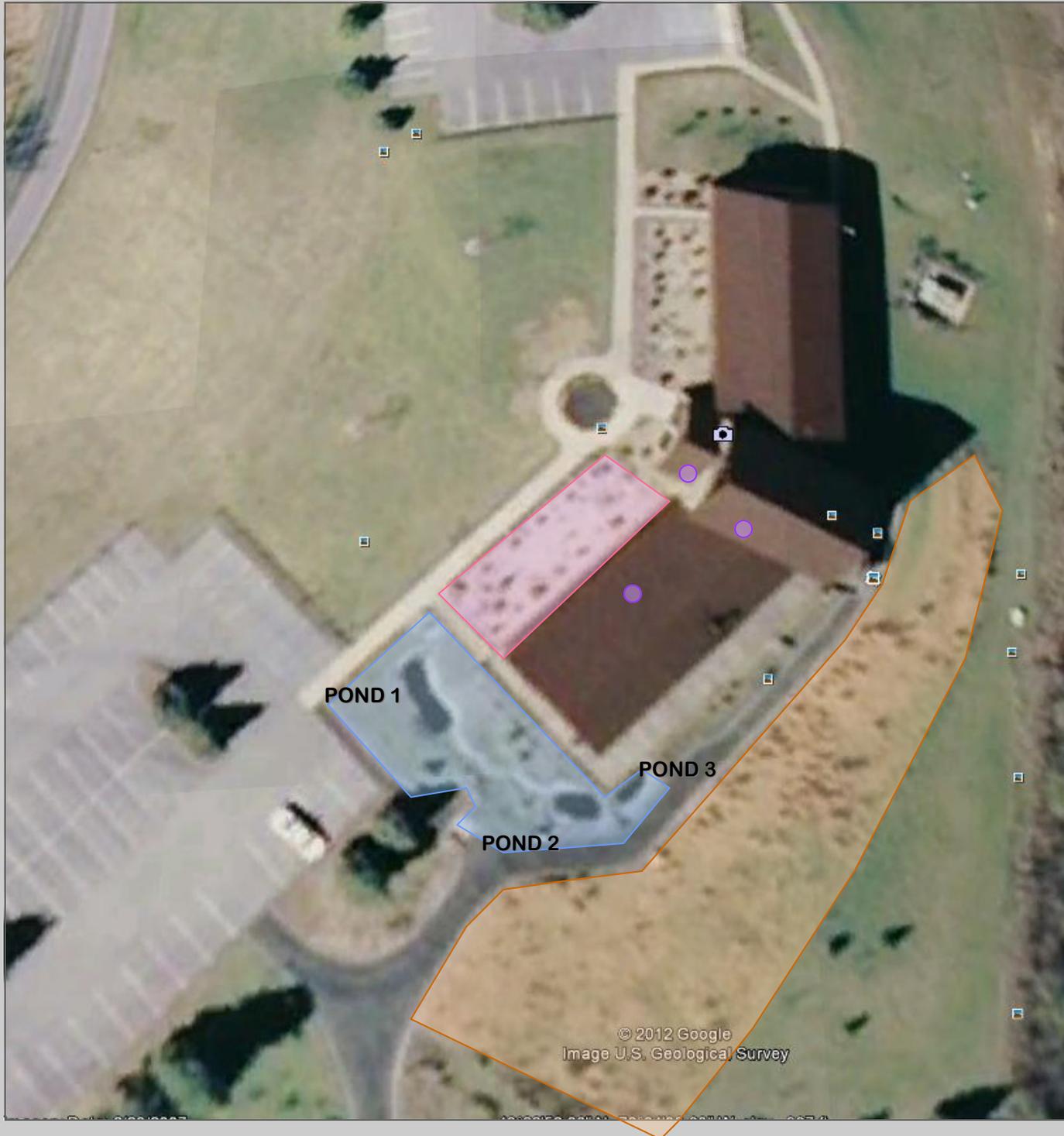
Simple description of work to be accomplished through the partnership: The proposed project to renovate and revitalize the pond and birding area will incorporate the Corps principles and missions of sustainability, environmental stewardship, recreation, and environmental education. Complete removal and new construction of the existing ponds, design and implementation of a rain garden, treatment of invasive species, and native plantings will transform the existing area into an environmentally sound, sustainable, and aesthetically pleasing landscape feature for the visiting public while serving as a critical educational (interpretive) extension of the Visitor Center exhibits.

Double click on spreadsheet to access data entry fields:

	Local Corps Office	Handshake Funds	Partner 1	Partner 2	Partner 3	Total
Salaries	\$5,000	N/A	\$2,500	\$0	\$0	\$7,500
Travel	\$0	N/A	\$0	\$0	\$0	\$0
Materials and Supplies	\$3,000	\$27,500	\$0	\$0	\$0	\$30,500
Equipment Use	\$1,500	\$0	\$0	\$0	\$0	\$1,500
Funds Contributed	N/A	N/A	\$0	\$1,000	\$500	\$1,500
Personal Property	N/A	N/A	\$0	\$0	\$0	\$0
Volunteer	N/A	N/A	\$0	\$2,500	\$1,000	\$3,500
In-Kind Services	N/A	N/A	\$7,500	\$0	\$0	\$7,500
Other (explain below)	\$2,500	\$2,500	\$0	\$0	\$0	\$5,000
Total	\$12,000	\$30,000	\$10,000	\$3,500	\$1,500	\$57,000
Share of Total Cost	21.1%	52.6%	17.5%	6.1%	2.6%	100%

Explanations: Explanations: (1) Local Corps Office Other: (\$2500) for Contracting Office Labor. (2) Handshake
Other: (\$2500.00) Professional design services.

Raystown Lake Naturalized Wildlife and Bird Watering Rehabilitation Project



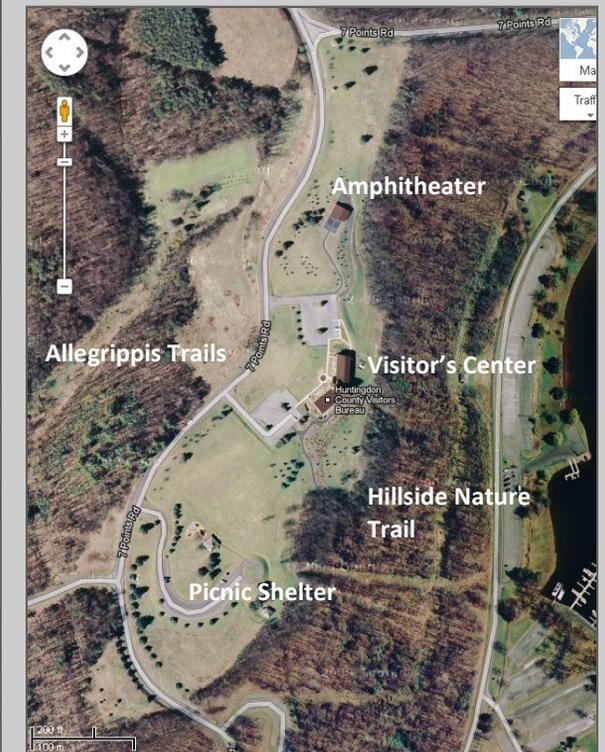
Area 1: Rain Garden = $\sim 1,722.72 \text{ ft}^2$

Area 2: Pond & Song Bird Habitat = $\sim 2,928.65 \text{ ft}^2$

Area 3: Song Bird Habitat = $\sim 11,219.71 \text{ ft}^2$

- 1. Rain water will be captured from each of the 3 roofs and incorporated into the rain garden feature to supply the 3 tier pond system with water and to serve as ground water recharge.
- 2. An estimated 43,000 gallons of water will be captured each year from the identified roof section alone.

Visitors Center Features of Interest



Raystown Lake Naturalized Wildlife and Bird Watering Rehabilitation Project

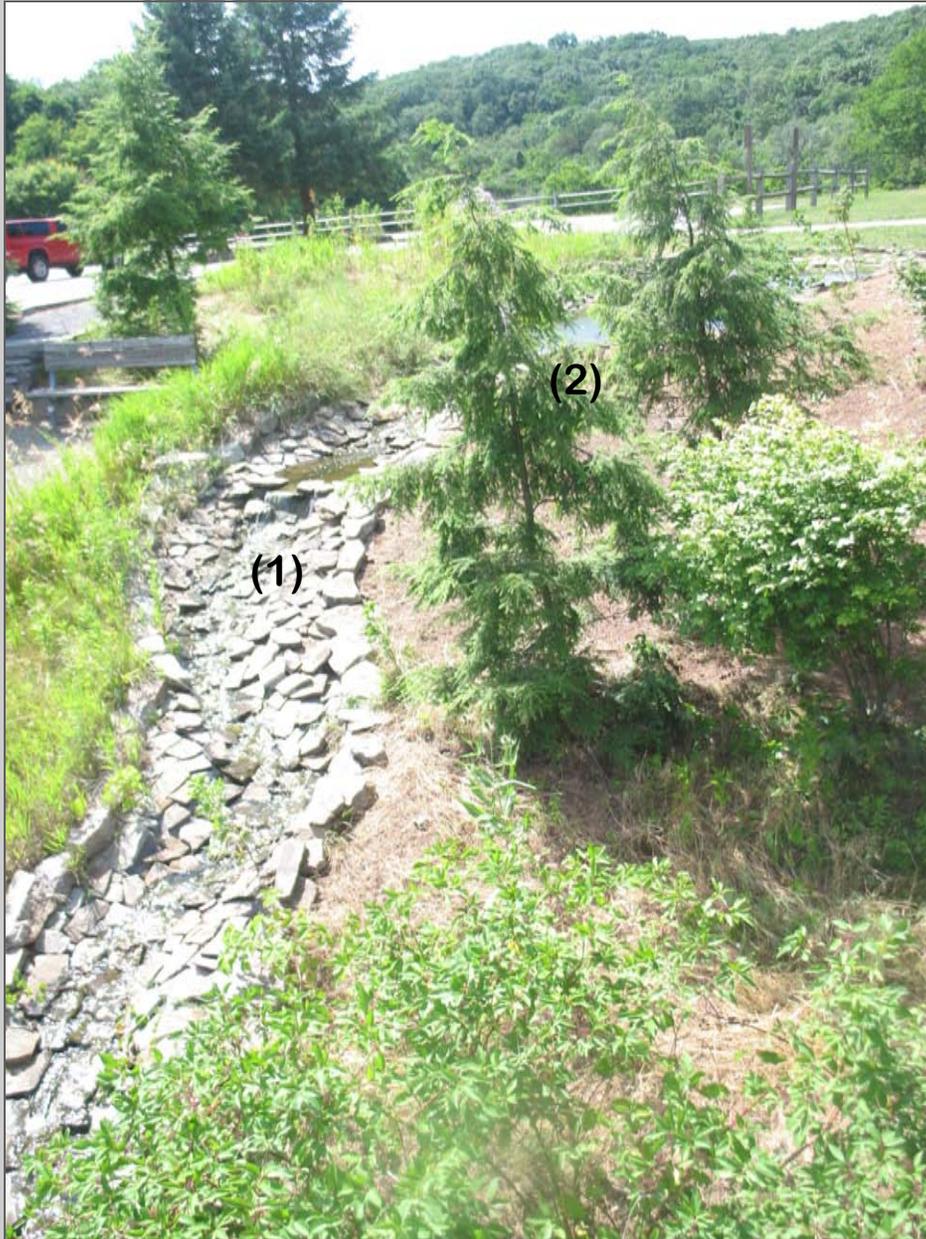


Photo A: The current stream portion of the existing pond area next to the Raystown Lake Visitor Center. Crown vetch in this area has already been treated through mechanical and chemical means. (1) The stream area leaks causing daily water loss. (2) Existing plants have failed to flourish after a 13 year period after competition with non-native, invasive plants.



Photo B: The upper pond of the 3 tier pond system. (1) Crown vetch in this area has already been treated through mechanical and chemical means. (2) This inlet pipe does not connect to any roof water collection system. Water is added to the system from a hose that connects to the buildings water system.



Photo C: Already meeting accessibility guidelines, the pond and bird habitat area once revitalized would provide an opportunity for bird watching, photography, and quiet reflection directly from the expansive deck of the Visitor's Center.

COOPERATIVE AGREEMENT BETWEEN
THE U.S. ARMY CORPS OF ENGINEERS
AND
THE FRIENDS OF RAYSTOWN LAKE

This Cooperative Agreement is for the mutual benefit of both parties and is between the United States Army Corps of Engineers, Baltimore District (hereinafter referred to as the Corps) and the Friends of Raystown Lake (hereinafter referred to as the Friends), acting through the President or the President's designee.

WITNESSETH:

WHEREAS, the Corps operates the Raystown Lake Project for public recreation and the understanding of the Corps mission; and,

WHEREAS, the Parties desire to update the Cooperative Agreement entered into by the parties on 25 March 1998; and,

WHEREAS, the Corps achieves its operational goals for natural resources management through a wide range of activities, programs, and events; and,

WHEREAS, the Corps operates its programs for the benefit of the public. The public requires information and facilities for the safe and appropriate use of Corps projects. This information is conveyed through a variety of interpretive media such as: programs, exhibits and displays which rely heavily upon the use of audio visual materials, photographs, models, interactive displays, lectures, artifacts and other materials which illustrate the Corps, its mission and activities in and around the Raystown Lake Project as well as the archaeological, natural and cultural history of the area; and,

WHEREAS, the Corps and the Friends mutually recognize there are significant national public benefits to a project which uses interpretive techniques and supports the Corps goals for interpretive education, perpetuation of national pride, preservation of national heritage, safety, and enjoyment of the people of the United States; and,

WHEREAS, the Corps natural resource management program fosters the stewardship of our natural and cultural environment; and,

WHEREAS, the Friends has as its purpose the enhancement of the environment through research, education and scientific activities, and intends to assist the Corps in the conduct of its natural resource management programs and activities; and,

WHEREAS, the Friends has as its purpose the interpretation for the public's benefit and education of the archaeological, natural, cultural, and historical environment, and the Friends intends to assist the Corps in its interpretive activities as Raystown Lake through the use of programs, exhibits, displays, and materials at the project; and,

WHEREAS, the Friends has the authority to assist the Corps in its presentation to the public of the natural, cultural, historical and project related features of the Raystown Lake Project through programs, exhibits, and materials;

WHEREAS, the Corps has the authority, pursuant to Section 4 of the 1944 Flood Control Act, 16 U.S.C 460d, to permit the maintenance and operation of recreational facilities at water resource development projects by local interests and may enter into leases with non-profit organizations for park and recreation purposes;

WHEREAS, the Corps has the authority under 16 U.S.C. § 460d, to enter into leases with qualifying cooperative associations for shared management of facilities;

WHEREAS, when not contrary to the public interest, the Corps has the authority under 10 U.S.C. § 2668, to grant easements for rights-of-way across public lands, upon such terms as the Corps deems advisable;

WHEREAS, the Corps has the authority, pursuant to the Federal Water Recreation Act, Public Law 89-72; The National Historic Preservation Act, as amended, Public Law 890665; The National Environmental Policy Act, Public Law 89-190; and the Archaeological Resource Protection Act, as amended, Public Law 96-95, to provide Natural Resources Management Programs, activities, and interpretive functions;

WHEREAS, the Corps wishes to accept and the Friends wish to provide the hereinafter described shared management, maintenance, interpretive, and educational services to the visiting public at the Raystown Project as well as provide general improvements to the grounds and the facilities.

NOW THEREFORE, the parties agree as follows:

The Corps authorizes the Friends to provide, and the Friends agree to provide the following described interpretive and educational services, research and scientific services, and management and maintenance services to the visiting public and the Corps:

- a. An educationally based lake environmental awareness event in concert with current federal, state and local initiatives.
- b. Fishery and wildlife habitat improvement.
- c. Interpretation and presentation of the Raystown Project features and activities.
- d. Management (operations and maintenance) of mutually determined government property and facilities in accordance with the terms of real estate instruments for such property.

I. CORPS RESPONSIBILITIES

A. Timely Review and Approval.

The Corps agrees to review and give necessary approvals or disapprovals in a timely manner to the Friends for any and all proposals, programs, special events, suggestions and other activities that the Friends might wish to engage in.

B. Use of Government Facilities.

1. Should the Friends, as part of its cooperative activities, require the use of Corps facilities at the project, the Corps agrees that in recognition of the services the Friends is contributing to the public, may provide at no cost to the Friends such facilities, utilities, janitorial services, and routine and general maintenance when incidental to the normal operation of the facility by the Corps.
2. Should the Friends require facilities, utilities, and services over and above what the government would normally require for operation of the facility, or area used by the Friends, the Friends may provide for and incur the costs of those services or facilities.
3. If the Friends and the government agree to the Friends' long term use of government owned real property, a separate license, easement, or lease instrument may be granted to the Friends for the use of government owned real property. Such instrument will not merge with this Agreement.

II. FRIENDS RESPONSIBILITIES.

A. Corporate Requirements.

1. The Friend's Articles of Incorporation and By-Laws shall comply with the requirements of the state(s) in which the Friends is incorporated. Non-profit 501 (c)(3) status must be maintained in accordance with state and Federal laws. The Friends will make available for inspection, at the request of the Corps, documents demonstrating non-profit status.
2. This agreement will automatically terminate if non-profit 501(c)(3) status is not maintained.

3. The Friends shall have liability insurance which indemnifies, saves, holds harmless, and defends the United States against all fines, claims, damages, losses, judgments and expenses arising out of, or from any omission, or activity of the Friends in connection with activities under this Agreement.
4. The Friends will exercise reasonable care to prevent damage to any Government property used, or occupied during its operation and shall, insofar as possible, protect all such property.

B. Interpretive Activities.

1. The Friends may offer educational and interpretive services which support the mission of the Corps and the project. This includes assisting, planning, designing, implementing and conducting interpretive and educational programs, activities and exhibits.
2. The Friends may offer scientific, research, maintenance and other services which support the mission of the Corps and their recreation and natural resource management program. This includes assisting, planning, designing, implementing and conducting scientific and maintenance programs, activities and exhibits as well as the operation of designated facilities.
3. The Friends will cooperate with the Corps in the following activities:
 - a. Produce and make available to visitors by sale or free distribution, suitable interpretive and educational literature and aids to increase the visitors understanding and appreciation of the natural history, cultural, historical, and man-made features of the project area (or other Corps site) and the Corps of Engineers.
 - b. Acquire specimens and objects pertaining to the history, cultures, environment, or recreational activities of the project area for the purpose of adding them to the exhibits or programs at Corps visitor centers (or other Corps facilities), and assist in preservation programs as appropriate.
 - c. Assist in the development and improvement of interpretive devices, and educational materials including signs, exhibits, materials, and audio-visual aids.

d. Assist in the sponsorship and coordination of professional workshops, training opportunities, and special events.

e. Assist in all practical ways the interpretive, educational and community programs of the Corps, such as Adopt-A-Park, Lake Cleanup Day, Wildlife Habitat Improvements, and other programs for the benefit of the American public.

C. Facility Management

1. The Friends may manage (operate and maintain) property under a shared responsibility agreement (real property lease, easement, or license) with the Corps of Engineers.
2. Fees from the operation of leased property will be collected, managed and utilized by the Friends to offset the cost of the leased property to the Friends in accordance with the terms of such lease(s).

D. Sales Option.

1. As part of this Agreement, the Friends may operate a sales area on a continuous or intermittent basis on Corps property. All such sales may be exclusive or in conjunction with another Corps approved association.
2. The Friends are hereby authorized to sell and distribute interpretive and educational items such as publications, maps, audiovisual aids, crafts, and other objects directly related to the interpretive and educational themes of the project. Raystown Lake Multipurpose Center, region and Corps. The Corps may request the Friends to sell specific items of interpretive value.
3. The Friends shall order, receive, inventory, stock and otherwise manage all items offered for sale and distribution.
4. The Friends will sell only items that are appropriate and of high quality. The Friends will not sell any item that has not been approved by the District Commander or his authorized representative. The Friends will sell items at their fair-market value and prices of said items will be submitted and approved in writing, in advance by the District Commander or his authorized representative.

5. The Friends will not sell any original artifacts, sacred items, or antiquities to which the Archaeological Resource Protection Act, as amended, would apply, whether or not such items were discovered on land owned or controlled by the United States.
6. The Friends will display the sales item in good taste and in keeping with the general design and décor of the facility which houses the sales area.
7. Friends' sales are restricted to a location approved by the Corps, which will be kept clean and presentable at all times.

E. Fiscal Management.

1. The Friends will conduct its fiscal operations in accordance with accepted business practices. This includes the appropriate use of a funds accountability system, purchase orders, receipts, invoices, and inventory records.
2. The Friends shall annually submit (within 135 days following the end of each fiscal year) a complete financial report to the Corps which includes a written summary of Friends activities for the year.
3. The Corps may review the fiscal records of the Friends at any time during the term of this Agreement.

III. JOINT RESPONSIBILITIES

A. Donation of Interpretive Services or Manuals.

1. The Friends may, at the discretion of its officers, loan materials and services to the Corps. The Corps reserves the right to accept or decline without obligation, any service, or loan by the Friends.
2. The Corps will take reasonable precautions to protect items loaned by the Friends, but assumes no other responsibility for these items. The Corps will return loaned property or items as requested by the Friends.

B. Personnel

1. The Friends and the Corps shall each designate, in writing, a Friends member and a Corps person and alternate who will act as points of contact for the purpose of implementing this Agreement.
2. The Friends will provide such personnel as are reasonably necessary to conduct, operate, and manage its cooperative activities. This does not preclude Corps personnel, during the course of their normal duties, from assisting the Friends with nominal duties, including sales.
3. Corps personnel may not serve in voting capacity on the governing board, or as Treasurer for the Friends. Corps personnel may serve in an advisory capacity on the Friends' governing board or committees. Corps personnel may not act as the official representative of the Friends in any matter relating to the Corps, or the terms of this Agreement. If the Friends has a membership program, Corps personnel may join and participate in membership activities.
4. The Corps will orient all Friends personnel, staff and volunteers with regard to Corps rules, regulations, and requirements, particularly with regard to the project and facilities, safety, and appropriate emergency procedures. Friends staff and volunteers involved in visitor contact will receive additional orientation in regard to interpretive services. All orientation will be conducted prior to assumption of duties.
5. Friends employees and volunteers may not wear the Corps uniform, or items of clothing that resemble the uniform. Employees and volunteers of the Friends, when working at duties that bring them into contact with the public, will wear visible identification that identifies them as a Friends employee or volunteer.

IV. ASSIGNMENT

No transfer or assignment of this Agreement or any part thereof or interest therein, directly or indirectly, voluntary or involuntary, shall be made by the Friends unless approved in writing by the Corps.

V. MODIFICATIONS AND AMENDMENTS

Modifications and amendments to this agreement in the form of Supplemental Agreements may be made from time to time upon the mutual written consent of the District commander for the Corps and the officers for the Friends.

VI. DURATION

This agreement shall be effective for five years commencing on the day following the ratification of this agreement by the Corps. This agreement will automatically renew for another five year period on October 1 of the last year, unless notice of cancellation is given by either party before the date of renewal. The Corps reserves the right to terminate the agreement, or any part thereof, at any time upon written notice. Prior to giving such notice, the Corps will meet with the Friends to set forth the reasons for such termination.

VII. MISCELLANEOUS

- A. The rights and benefits conferred by this agreement shall be subject to the laws of the United States governing the Corps of Engineers and to the rules and regulations promulgated there under whether now in force or hereafter enacted or provided; and the mention of specific restrictions, conditions, and stipulations herein shall not be constructed as in any way impairing the general powers of supervision, regulation and control by the Corps.
- B. This agreement in no way obviates the responsibilities of the Corps, or the Friends as may be required by a Lease Agreement would automatically become null and void upon the termination of cancellation of the Lease Agreement.
- C. The Friends agrees that all its activities shall be conducted in accordance with all applicable laws and regulations, both state and Federal.

IN WITNESS WHEREOF, the Friends caused this agreement to be executed this 28th day of JUNE, 2011.

FRIENDS OF RAYSTOWN LAKE

By Ronald G. Helman

President

IN WITNESS WHEREOF, the Corps has caused this agreement to be ratified this 20th day of July, 2011.

UNITED STATES ARMY CORPS OF ENGINEERS

By [Signature]

District Commander

CENAB-OP-TR (420-74d)

7 March 2000

MEMORANDUM THRU Chief, Operations Division

FOR Operations Manager, Raystown Lake

SUBJECT: Cooperative Association Agreement with Huntingdon County Visitors Bureau (HCVB)

Dwight Beall, Operations Manager, Raystown Lake, is officially designated as my authorized representative for execution of the Cooperative Association Agreement between Raystown Lake, U.S. Army Corps of Engineers and the Huntingdon County Visitors Bureau (HCVB).

A handwritten signature in black ink, appearing to read "Bruce A. Berwick". The signature is fluid and cursive, with a large initial "B" and "A".

BRUCE A. BERWICK
Colonel, Corps of Engineers
Commanding

COOPERATIVE AGREEMENT BETWEEN THE
U.S. ARMY CORPS OF ENGINEERS AND THE
HUNTINGDON COUNTY VISITORS BUREAU

This Cooperative Agreement is for the mutual benefit of both parties and is between the United States Army Corps of Engineers, Baltimore District (hereinafter referred to as the Corps) and the Huntingdon County Visitors Bureau (hereinafter referred to as the Bureau), acting through the President or the President's designee.

WITNESSETH:

WHEREAS, the Corps operates the Raystown Lake Project for public recreation and the understanding of the Corps mission; and,

WHEREAS, the Corps achieves its operational goals for natural resources management through a wide range of activities, programs and events; and,

WHEREAS, the Corps operates its programs for the benefit of the public. The public requires information and facilities for the safe and appropriate use of Corps projects. This information is conveyed through a variety of interpretive media such as: programs, exhibits, events and displays which rely heavily upon the use of audio visual materials, photographs, models, interactive displays, lectures, artifacts and other materials which illustrate the Corps, its mission and activities in and around the Raystown Lake Project as well as the archaeological, natural and cultural history of the area; and,

WHEREAS, the Corps and the Bureau mutually recognize there are significant national public benefits to a project which uses interpretive techniques and supports the Corps goals for interpretive education, perpetuation of national pride, preservation of national heritage, safety, and enjoyment of the people of the United States; and,

WHEREAS, the Bureau has the authority to assist the Corps in its presentation of the natural, cultural, historical and project related features of the Raystown Lake Project to the public through programs, events, exhibits and materials; and,

WHEREAS, the Corps has the authority, pursuant to Section 4 of the 1944 Flood Control Act, 16 U.S.C. 460d, to permit the maintenance and operation of recreational facilities at water resource development projects by local interests, and may enter into leases with non-profit organizations for park and recreation purposes; and,

WHEREAS, the Corps has the authority, pursuant to the Federal Water Recreation Act, Public Law 89-72; The National Historic Preservation Act, as amended, Public Law 89-665; The National Environmental Policy Act, Public Law 89-190; and the Archaeological Resource Protection Act, as amended, Public Law 96-95, to provide Recreation and Natural Resources Management programs,

activities and interpretive functions; and,

WHEREAS, the Corps wishes to accept and the Bureau wishes to provide the hereinafter described interpretive and educational services to the visiting public at the Raystown Lake Project.

NOW THEREFORE, the parties agree as follows:

The Corps authorizes the Bureau to provide, and the Bureau agrees to provide staffing, approved community, informational and educational programming and events, approved interpretive displays and literature, entertainment and interpretive programming for the operation of the Visitor Center portion of the Raystown Lake Multi Purpose Center.

I. CORPS RESPONSIBILITIES

A. Timely Review and Approval. The Corps agrees to review and give necessary written approvals or disapprovals as defined in the Operation Plan in a timely manner to the Bureau for all proposals, programs, special events, suggestions and other activities in which the Bureau may engage in.

B. Use of Corps Facilities.

1. The Bureau, as part of its cooperative activities, will use designated Corps facilities at the Raystown Lake Multipurpose Center as noted in Appendices A and B. The Corps agrees that in recognition of the services the Bureau contributes to the public, the Corps will provide at no cost to the Bureau, such facilities, utilities, and routine and general maintenance when incidental to the normal operation of the facility by the Corps.
2. Should the Bureau require facilities, utilities and services in addition to what the Corps would normally require for operation of the facility, the Bureau will reimburse the Corps for the cost of those additional facilities, utilities and services.
3. The Corps agrees to allow the Bureau access to the multi-media room for the purpose of multi-media productions designed to be presented on Corps equipment. Such programs will twenty minutes or less unless prior approval is received from the Operations Manager of Raystown Lake.
4. The Corps agrees to provide exhibit space in the lobby area of the Raystown Lake Multi Purpose Center to the Bureau for the purpose of promoting the Raystown Lake Project, Huntingdon County and the surrounding region. Displays will have prior written approval of the Operations Manager, Raystown Lake.

II. BUREAU RESPONSIBILITIES

A. Corporate Requirements.

1. The Bureau's Articles of Incorporation and By-Laws shall comply with the requirements of the state(s) in which the Bureau is incorporated. Non-profit 501(c)(6) status must be maintained in accordance with state and Federal laws. The Bureau will make available for inspection, at the request of the Corps, documents demonstrating non-profit status. The Bureau will also make its Articles of Incorporation available to the Corps.
2. This Agreement will automatically terminate if non-profit 501(c)(6) status is not maintained.
3. The Bureau shall have liability insurance which indemnifies, saves, holds harmless, and defends the United States against all fines, claims, damages, losses, judgements and expenses arising out of, or from any omission, or activity of the Bureau in connection with activities under this Agreement.
4. The Bureau will exercise reasonable care to prevent damage to any Government property used, or occupied during its operation and shall, insofar as possible, protect all such property.

B. Interpretive Activities.

1. The Bureau may offer promotional, educational and interpretive services that support the mission of the Corps and the project. This includes promotion, assisting, planning, designing, implementing and conducting interpretive, educational, and recreational programs, activities, exhibits and events.
2. The Bureau will cooperate with the Corps in the following activities:
 - a. Produce and make available to visitors by sale or free distribution suitable interpretive and educational literature and aids to increase visitor understanding and appreciation of the natural history, cultural, historical, and man-made features of the project area (or other Corps site) and the Corps of Engineers and other agencies or organizations directly related to fulfilling the Corps mission and strategic vision.
 - b. Acquire specimens and objects pertaining to the history, cultures, environment, and/or recreational activities of the project area for the purpose of adding them to the exhibitory or programs at Corps visitor centers (or other Corps facilities), and assist in or develop preservation programs as appropriate. The Bureau will assume accountability for any such specimens and objects that they acquire.
 - c. Assist in the development and improvement of interpretive devices, and educational materials including signs, exhibits, materials, and audio-visual aids.
 - d. Assist in the sponsorship and coordination of professional workshops, training opportunities and special events.

e. Assist in all practical ways the interpretive, educational and community outreach programs of the Corps, such as Adopt-A-Park, Lake Cleanup Day, Wildlife Habitat Improvements, and other programs for the benefit of the American public.

C. Information Dissemination

The Bureau shall staff a reception area for visitors and make available public information about the Corps of Engineers, the Raystown project and Raystown Country.

D. Sales Option

1. In accordance with this Agreement, the Bureau shall operate a sales area at the Raystown Lake Multipurpose Center, on a continuous, or an intermittent basis, based on the guidelines contained in Appendix 1. All such sales may be exclusive or in conjunction with another Corps approved cooperative association as determined by the Corps.

2. The Bureau is hereby authorized to sell and distribute interpretive and educational items such as publications, maps, audiovisual aids, crafts, and other objects directly related to the interpretive and educational themes of the project, multipurpose center, region and Corps. The Corps has the right to review publications for editorial and design quality purposes. The Corps may request or direct that the Bureau sell specific items of interpretive value. Sale items shall meet the following minimum requirements:

a. The primary function of the item is interpretive, educational, or promotes the Corps of Engineers and/or Raystown Country as defined by the Bureau.

b. Items directly relate to the interpretive or educational themes of the Corps of Engineers or Raystown Country.

c. The item does not violate the Antiquities Act of 1906, (P.L. 59-209), and the Archaeological Resources Act of 1971, as amended.

d. Reproduction items are permanently marked to be distinguishable from artifacts.

e. The items maintain a high standard of quality.

f. The items are not illegal or considered hazardous.

g. The items do not violate the Endangered Species Act of 1973, (P.L. 93-205, as amended).

h. The items are sold at fair market value.

3. The Bureau shall order, receive, inventory, stock and otherwise manage all items offered for sale and distribution. The Corps assumes no financial obligation in the acquisition of any retail article.

4. The Bureau will sell only items that meet the requirements as set forth in this Article. The Bureau will not sell any item that has not been approved in writing in accordance with Article I.A by the District Commander or his authorized representative. Signed approval forms shall be on file

in the Multi Purpose Center and maintained by the District Commander's authorized representative for all merchandise displayed for sale. Prices of sale items will be submitted and approved in writing, in advance of sale by the District Commander or his authorized representative.

5. The Bureau will display the sales items in good taste and in keeping with the general design and decor of the facility which houses the sales area.
6. Bureau sales are restricted to a location approved by the Corps, which will be kept clean and presentable at all times.
7. Corps representatives will be permitted, no less than quarterly, to attend sales meetings at which time the inventory for sales items will be determined. The Bureau is recommended to strongly consider articles suggested by the Corps for resale and means to increase the marketability of retail items.
8. The Bureau is entitled to a consignment fee of no greater than 10% of the retail price for items sold by the Bureau on behalf of other individuals, agencies and cooperative organizations recognized and approved by the Corps. Additionally, a minimum of 10% of the authorized retail space will be made available to other individuals, agencies and cooperative associations recognized and approved by the Corps. Any inventory on consignment will be ordered and priced by the individual, organization or cooperating association that originated the purchase. The Bureau will be responsible for the acquisition and sale of its inventory and consignment items for accounting and tax purposes.
9. The Bureau will stock items from existing inventory and encode consignment items for accounting and tax purposes.
10. One representative from each agency that participates in a cooperative Agreement with the Corps, and who has interests in the sales area, shall be permitted to attend the quarterly sales meetings.
11. The Corps assumes no responsibility for lost or stolen merchandise. The Bureau is expected to take precautions to deter theft and shoplifting in the sales area.

E. Fiscal Management

1. The Bureau shall conduct its fiscal operations in accordance with accepted business practices. This includes the appropriate use of a funds accountability system, purchase orders, receipts, invoices, and inventory records.
2. The Bureau shall annually submit within 135 days following the end of each Bureau fiscal year a complete audited financial report, approved by the board of the Bureau, to the Corps which includes a written summary of Bureau activities for the year as they relate to revenues and

expenditures of the operation located on the Raystown Lake Project. This report will include copies of the annual financial statement, the IRS Form 990 (with a 990T if necessary), and the audited statement.

3. The Corps may review the fiscal records of the Bureau that relate to its operations in the Raystown Multi Purpose Center at any time during the term of this Agreement. Fiscal records and accounts must be maintained for a period of five years.

III. JOINT RESPONSIBILITIES

A. Donation of Interpretive Services or Materials

1. The Bureau may, at the discretion of its officers, loan materials and services to the Corps. The Corps reserves the right to accept or decline without obligation any service or loan by the Bureau.

2. The Corps will implement reasonable precautions to protect items loaned by the Bureau, but assumes no other responsibility for these items. The Corps will return loaned property or items as requested by the Bureau.

B. Personnel

1. The Bureau and the Corps shall each designate, in writing, a Bureau member and a Corps representative and alternate who will act as points of contact for the purpose of implementing this Agreement.

2. The Bureau will provide such personnel as are reasonably necessary to conduct, operate and manage its cooperative activities. This does not preclude Corps personnel, during the course of their normal duties, from assisting the Bureau with nominal duties, including sales. The Bureau will provide personnel to greet and inform the public in accordance with the minimum operational hours as defined in Appendix 1. Hours of operation may only be altered through the written approval of the District Engineer or his authorized representative.

3. Corps personnel may not serve in a voting capacity on the governing board, or as Treasurer for the Bureau. Corps personnel may not act as the official representative of the Bureau in any matter relating to the Corps, or the terms of this Agreement. However, Corps personnel may serve in an advisory capacity on the Bureau governing board or committees. If the Bureau has a membership program, Corps personnel may join and participate in membership activities.

4. The Corps will orient and train Bureau management personnel so they may train Bureau staff and volunteers with regard to Corps rules, regulations, and requirements, specifically concerning the project and facilities, safety, and appropriate emergency procedures. Bureau staff and volunteers involved in visitor contact shall receive additional orientation with regard to interpretive services.

All orientation will be conducted prior to assumption of duties. The Bureau will make available to the Corps such training opportunities concerning interpretation, recreational demographics, public interaction or other topics that may be relevant to the Corps functions and mission.

5. Bureau employees or volunteers shall not wear the Corps uniform, or items of clothing that resemble the uniform. Employees and volunteers of the Bureau, when working at duties that bring them into contact with the public will wear Corps approved visible identification that identifies them as a Bureau employee or volunteer. A sign at the retail sales outlet shall identify who and what the Bureau is and how funds generated from sales are used.

6. Bureau representatives shall wear appropriate dress when addressing the public. A uniform shirt supplied by the Bureau and approved by the Corps or a plain shirt may be worn, paired with ankle-length pants (other than blue jeans). A dress or skirt may also be worn by female employees or volunteers. The Corps has the authority to deem Bureau attire "inappropriate" should questionable attire be worn by a Bureau representative. An identification tag must be worn by the employee or volunteer to visually introduce them to the public as a Bureau representative.

C. Facilities

1. The Bureau is anticipated to occupy 1,258 square feet of space, for the purpose of providing interpretive and educational services and sales of Multi Purpose Center retail items to the public.

2. The Corps shall provide materials, furniture and equipment outlined in Appendix 3, which shall be used by the Bureau. These items shall remain accountable government property.

3. The Bureau will provide office furniture and equipment, which will be exclusively used by the Bureau and that is typical of an office setting and retail sales operation. Suggested office furniture arrangements are diagrammed in Attachments C and D.

4. The Bureau's workspace is delineated in Attachment A. Any alteration or renovation of any or all facilities covered under this Agreement shall have the prior written approval of the District Engineer or his authorized representative.

5. The Bureau will be responsible for utilities associated with the occupancy of the building in the following manner:

a. Telephone -- The Bureau will establish and maintain its own telephone/data system that shall be independent from the Corps' telephone/data system. Payments shall be determined by the number of Bureau telephones divided by the number of Corps telephones multiplied by the monthly Private Branch Exchange (PBX) lease fee.

b. Electricity -- The Bureau will reimburse the Corps for the cost of electricity that is in addition to what the Corps would normally require for the operation of the facility used by the

Bureau, based on a prorated percentage of the monthly utility bill for the Raystown Lake Multi Purpose Center used by the Bureau.

c. Oil – The Bureau will reimburse the Corps for the cost of oil utilities that are in addition to what the Corps would normally require for the operation of the facility used by the Bureau.

6. Janitorial Services -- The Bureau will make independent arrangements for janitorial services for those areas occupied by the Bureau and those areas primarily used for the sale of Raystown Lake Multi Purpose Center retail store items as delineated in Attachments E and F. The schedule of cleaning shall not conflict with the operation of the Raystown Lake Multi Purpose Center. The cleaning schedule for public areas will have prior approval of the District Engineer or his authorized representative.

7. The Bureau will maintain those areas occupied by the Bureau and those areas primarily used for the sale of Raystown Lake Multi Purpose Center retail store items. The sales area and other areas occupied by the Bureau will be subject to inspections by the Corps. The Corps may demand the need for periodic maintenance for such items which include but are not limited to washing or painting walls, general housekeeping, cleaning of light fixtures and replacement of bulbs, and other small housekeeping tasks. In such cases, the Corps will provide a detailed list of maintenance to be performed by the Bureau with an expected completion date for each maintenance item. Failure to respond to a maintenance work order may result in termination of this Agreement.

8. The Corps assumes responsibility for all maintenance, preventive maintenance, scheduled and unscheduled repairs associated with the exterior of the Raystown Lake Multi Purpose Center, excluding any repairs needed as a result of damage caused by activities associated with the Bureau. In the interest of good maintenance, Bureau personnel may utilize the Raystown Project work order system to request work on those features under Corps responsibility.

IV. GENERAL

A. Safety -- The Corps and the Bureau shall operate and maintain the assigned facilities in a manner consistent with EM 385-1-1, Occupational Safety and Health Administration regulations, and good safety practices. The Corps reserves the right to enter and inspect any and all areas under the responsibility of the Bureau at any time to perform safety inspections. Under the terms of this Agreement, Corps personnel have the right and responsibility to immediately correct any safety concerns, demand safety compliance and take all reasonable and prudent steps to ensure a safe and healthful environment.

B. Compliance -- All Bureau employees and volunteers shall comply with the regulations stated in Title 36 Code of Federal Regulations, Chapter III, Part 327 Rules and Regulations Governing Public Use of Water Resources Development Projects Administered by the Chief of Engineers.

C. Security

1. Locks and Keys -- The Corps will provide locks on interior and exterior doors consistent with project use. The Bureau will be provided sufficient keys of the type and variety to insure appropriate ingress and egress into necessary areas within the building. The Corps will retain two master keys for the space occupied by the Bureau to be used only by Corps personnel in the event of emergency.

2. General Security -- The Corps will be immediately notified of any threat, direct, implied or otherwise, made to agents of the Bureau against personnel or Corps facilities. Training on receiving such threats shall be given to the Bureau during initial orientation.

D. Signs -- The Corps will provide external and internal directional and identification signs. The placement and composition of any signs outside of the retail area and those areas under the management of the Bureau areas shall be approved in writing, in advance, by the District Engineers or his designee.

E. Reports -- The Bureau will provide the Corps, no later than January 15 of each calendar year, an annual report of the activities of the prior year, which supported the Corps efforts at Raystown Lake. This will be part of a regular review process to demonstrate how visitors are benefited, and to provide a mechanism to update annual activity lists and integrate into future programs.

V. ASSIGNMENT

No transfer or assignment of this Agreement or any part thereof or interest therein, directly or indirectly, voluntary or involuntary, shall be made by the Bureau unless approved in writing by the Corps.

VI. MODIFICATIONS AND AMENDMENTS

Modifications and amendments to this Agreement in the form of Supplemental Agreements may be made from time to time upon the mutual written consent of the District Commander for the Corps and the Officers for the Bureau.

VII. DURATION

This Agreement shall be effective for five years commencing on the day following the ratification of this Agreement by the Corps. This Agreement will automatically renew for another five-year period on October 1 of the last year, unless either party gives notice of cancellation before the date of renewal. The Corps reserves the right to terminate the Agreement, or any part thereof, at any time upon written notice. Prior to giving such notice, the Corps will meet with the Bureau to set forth the reasons for such termination.

VIII. MISCELLANEOUS

A. The rights and benefits conferred by this Agreement shall be subject to the laws of the United States governing the Corps and to the rules and regulations promulgated thereunder whether now in force or hereafter enacted or provided; and the mention of specific restrictions, conditions, and stipulations herein shall not be construed as in any way impairing the general powers of supervision, regulation and control by the Corps.

B. This Agreement in no way obviates the responsibilities of the Corps or the Bureau as may be required by a Lease Agreement. In situations where the Bureau leases facilities or areas from the Corps, this Agreement would automatically become null and void upon termination of the Lease.

C. The Huntingdon County Visitors Bureau agrees that all its activities shall be conducted in accordance with all applicable laws and regulations, both state and Federal.

IN WITNESS WHEREOF, the Huntingdon County Visitors Bureau has caused this Agreement to

be executed this ~~12th~~ 1st day of Feb, 2000.

Huntingdon County Visitors Bureau

By Bruce A Lane
President

IN WITNESS WHEREOF, the Corps has caused this Agreement to be ratified

this 1st day of March, 2000.

UNITED STATES ARMY CORPS OF ENGINEERS

By B. A. D.
District Commander

GUIDELINES FOR THE
HUNTINGDON COUNTY VISITOR'S BUREAU
RETAIL OUTLET AT THE
RAYSTOWN LAKE
MULTI PURPOSE CENTER

This Appendix is to be used by the Huntingdon County Visitor's Bureau staff and employees as an addition to the main text of the Cooperative Agreement between the Bureau and the Corps of Engineers, Baltimore District. This document supplements Section II.C.1 through 10, Sales Option, and works as a guideline for hours of retail store operation.

The following schedule reflects the minimum hours for staffing or monitoring the Retail Store space to accommodate visitors during optimum visiting hours.

- Peak Recreation Season: 15 May through Labor Day Weekend

Monday through Friday 10:00 am to 2:00 pm
Saturday and Sunday 9:00 am to 7:00 pm

- School and Field Trip Accommodations: Monday after Labor Day through October 31

Monday through Friday 10:00 am to 2:00 pm
Saturday and Sunday 10:00 am to 3:00 pm

- 01 November through 15 March

To be determined jointly by the Corps and the Bureau

- 16 March through 15 May

Monday through Friday 10:00 am to 2:00 pm
Saturday and Sunday 10:00 am to 2:00 pm