

Dane County Contract Cover Sheet

Revised 01/2024

Res 119

Dept./Division	Henry Vilas Zoo		
Vendor Name	Woodland Park Zoo	MUNIS #	32032
Brief Contract Title/Description	Accept grant for Development of Conservation Action Interpretive Training Program as supported by Advancing Conservation through Empathy for Wildlife initiatives and Henry Vilas Zoo's Interpretive Master Plan		
Contract Term	September 1, 2024 - January 31, 2025		
Contract Amount	\$9550.00		

Contract # Admin will assign	15570
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Jess Thompson	Name	Michele Kahrs
Phone #	608-709-9215	Phone #	310-936-1664
Email	thompson.jess@henryvilaszoo.gov	Email	michele.kahrs@zoo.org
Purchasing Officer	Pete Patton		

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$44,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$44,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$44,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$44,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$
	Year	Org:	Obj:	Proj:	\$

Budget Amendment	
<input checked="" type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input checked="" type="checkbox"/> Contract does not exceed \$100,000	
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res #
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Darcangelo, Joseph	Digitally signed by Darcangelo, Joseph Date: 2024.08.15 13:25:49 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 8/16/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, August 26, 2024 12:07 PM
To: Hicklin, Charles; Gault, David; Patten (Purchasing), Peter; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15570
Attachments: 15570.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 8/26/2024 1:37 PM	Approve: 8/26/2024 1:37 PM
	Gault, David	Read: 8/26/2024 12:07 PM	Approve: 8/26/2024 4:04 PM
	Patten (Purchasing), Peter		Approve: 8/26/2024 12:33 PM
	Cotillier, Joshua		Approve: 8/26/2024 12:33 PM
	Stavn, Stephanie		
	Oby, Joe		

Re-sending this one with a revised agreement...

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15570

Department: Zoo

Vendor: Woodland Park Zoo

Contract Description: Accept grant for Development of Conservation Action Interpretive Training Program (Res 119)

Contract Term: 9/1/24 – 1/31/25

Contract Amount: \$9,550.00

Thanks much,
Michelle

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

2024 RES-119

ACCEPTANCE OF A GRANT TO SUPPORT CONSERVATION ACTION INTERPRETIVE
TRAINING AT HENRY VILAS ZOO

The Henry Vilas Zoo has secured a Conservation Education grant for a five month project in the amount of \$9,550 from Woodland Park Zoo to support the development of a Conservation Action Interpretation Training Program related to the Advancing Conservation through Empathy for Wildlife initiatives and Henry Vilas Zoo's Interpretive Master Plan.

These funds are being awarded by special invitation of the grantor following the success of the zoo's development and implementation of its Interpretive Master Plan. The funds would be used for an LTE Education Coordinator who would develop pre-and post-evaluation tools, training curricula and supporting reference materials, and a webinar to share with other conservation partners both locally and throughout the field.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors and the Dane County Executive hereby accept the grant in the amount of \$9,550 from Woodland Park Zoo,

BE IT FINALLY RESOLVED that new revenue account ZOO NEW "Grant Conservation Action Training" be established for the amount of \$9,550 and accounts ZOO 10072 Limited Term Employees" be increased by \$8,871 and ZOO 10108 "Social Security" be increased by \$679. All Funds shall be carried forward until realized and expended.



Advancing Empathy Grant Agreement

Building Organizational Capacity to Foster Empathy for Wildlife

Grant Program Terms and Conditions

This is a Grant Agreement (“Agreement”), dated as of July 31, 2024, between Woodland Park Zoological Society (“WPZ”), a Washington nonprofit corporation, and Henry Vilas Zoo, (“Grantee”), a Wisconsin government agency.

Background

WPZ is party to a grant agreement with Henry Vilas Zoo and seeks to contract with Grantee to provide the “Project Plan” as documented in **Attachment A**. WPZ and Grantee must follow the applicable “Grantee Expectations” attached in **Attachment B**. WPZ will disburse funds to Grantee for the work (“Project”) as described in the Project Plan. This Agreement sets out the basis for WPZ and Grantee’s work on the Project and WPZ’s payments for such Project work.

Grantee:	Henry Vilas Zoo
Project Lead(s):	Courtney Cordova
Grant Amount:	\$9,550
Project:	Conservation Action Training Program
Purpose:	To expand upon our successful interpretive master plan grant by focusing on conservation action training, addressing a gap in guest retention of conservation messages at our zoo. This program will train staff who deliver interpretive chats, including volunteers, educators, and animal care staff. After implementation and refinement at HVZ, we will share the developed tools with the ACE network.

WPZ and Grantee agree as follows:

- 1. Term.** The term of this Agreement shall begin on date of last signature below and shall expire February 28, 2025.
- 2. Period of Performance.** The Period for Performance for this Grant commences on July 1, 2024, and ends on January 31, 2025. The Grantee shall complete all Services within the Period of Performance as detailed in the Project Plan.
- 3. Payment of Grant Funds.** The grant’s funds will be paid by WPZ following receipt of signed grant agreement. This grant will be paid in one installment within four weeks of a fully signed grant agreement.
- 4. Use of Funds.** Grantee will use Funds solely as described in the Project Plan. The only acceptable uses for the Funds are charitable, educational, or scientific uses as described in Section 170(c)(2)(B) of the United States Internal Revenue Code of 1986, as amended. Grant funds may not be expended, loaned, pledged, or transferred for reasons other than carrying out the Project. Grantee will not use Funds or any income earned from investment of Funds to influence any election, to engage in any

political or other activity that is prohibited by Internal Revenue Code Section 501(c)(3), or to support any person or organization engaged in terrorist activity, or on discretionary items (e.g. first-class or business-class travel, entertainment, alcoholic beverages, etc.). Unless otherwise agreed to by WPZ in advance and in writing, the Grantee shall not use funds for other purposes or projects unless WPZ explicitly approves those purposes in writing in advance of planned use.

Any transfers within lines of the attached budget in excess of 10% (for Tier 2 project) OR 5% (for Tier 1 project) of the total grant amount will require written email approval by WPZ grantmaking staff **at least two weeks in advance of planned expenditures.**

In addition,

- a. Expenses charged against this grant may not be incurred prior to the effective date of the grant or after the termination date and may be incurred only as necessary to carry out the purposes and activities of the approved grant application.
 - b. The Grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
 - c. If grant funds have not been completely expended at the end of the grant term, the Grantee agrees to provide a statement of the balance and a suggested plan for the remainder of the funds for the WPZ's review. If the plan is not approved, the Grantee agrees to repay all remaining unspent funds to WPZ.
5. **Reporting and Deliverables.** Grantee will provide such reports and documents as specified in the Attachment B or as WPZ may otherwise request in connection with Project execution and compliance with the Grant Terms and Conditions. Grantee acknowledges that the WPZ is relying on services and/or information provided by the Grantee for purposes of complying with the Advancing Empathy Grant Terms and Conditions and for other matters relating to the Project.
 6. **Project Activities.** Grantee will carry out the Project or provide services in accordance with this Agreement, the Grant Terms and Conditions, and applicable law.
 7. **Change in Project Objectives.** Project Objectives are the goals expected to be achieved during the grant term. Any changes to the Project Objectives (as described in Attachment A) or changes of similar significance to the Project during the grant term will require written email approval at least two weeks in advance of changes by WPZ grantmaking staff. In evaluating the request, WPZ may request additional materials and documentation to determine approval or the requested changes may require a modification to this Agreement.
 8. **Participation in WPZ-hosted activities and events.** Grantee agrees to participate in WPZ hosted calls or meetings to be held throughout the grant term. As described in Attachment B, Grantee agree to share learnings and effective practices with peers, and participate, if requested, in surveys, interviews, and evaluation activities conducted by a representative or contractor of WPZ.
 9. **Recordkeeping.** Grantee will maintain records relating to its Project responsibilities as contemplated by the Project Plan and in a manner such that WPZ can evaluate Grantee's compliance with this Agreement and the Grant Terms and Conditions. Grantee will make those records available for review by WPZ on reasonable notice during the term of this Agreement and for a period of three (3) years after its termination. Grantee will reasonably cooperate with WPZ in providing information in connection with any funder, financial or tax audit, or similar matter, in which WPZ is engaged.
 10. **Grant Monitoring Rights.** The Grantee shall cooperate with WPZ and provide such access as is reasonably necessary for WPZ to carry out grant monitoring activities.

WPZ may:

- Make site visits to monitor the progress of the Grantee financed by the grant.
- Discuss the Grantee, its implementation, and finances with representatives assigned by the Grantee.
- Review records and other materials, including financial records, connected with the Grantee up to three years after the completion of the Grantee.

11. Publicity. Grantee agrees that WPZ may disclose information about Grantee's Project and organization and use the name and logo of the Grantee in WPZ's public communications (including press releases), advertising and marketing materials, reports, website and other materials, for promotional or other purposes without further permission or compensation. Upon request by WPZ, the Grantee agrees to provide reasonable assistance to WPZ to obtain signed publicity waivers from your employees, volunteers, and other persons associated with Grantee (for example, for use of photos or video taken by WPZ in connection with the Grant or your Project). When sharing about this project, please include the following language: This program was supported by a grant from Woodland Park Zoo's Advancing Empathy Grant Program. The grant program is made possible by funding from a private foundation.

12. Public Access. Grantee, upon request, agrees to deliver to WPZ a copy of any and all work product, results, reports, publications, photographs, evaluation tools, de-identified data and other materials created or developed through the Project (collectively, the "Materials"). As used in this Agreement, the term "Materials" includes any blog posts, text, images, videos, sound recordings, and other content Grantee uploads to a WPZ website or otherwise delivers to WPZ. Further, Grantee agrees to deliver to WPZ a copy of any third-party reports, articles, or other publications regarding the Project funded by this grant that are available to the public and, upon request, provide reasonable assistance to WPZ to obtain rights to reproduce and distribute such publications.

13. Responsibility for Actions. Grantee will have sole responsibility for planning and carrying out activities. Grantee will have sole responsibilities for hiring, monitoring, and paying any employees, and for its contracts or of any of its other obligations. Grantee acknowledges that conduct of the Grantee and its agents, if any, and any other legal obligations of Grantee are the sole responsibility of the Grantee.

Additional Grant Agreement Documents: The Grantee is required to comply with the following additional policies, procedures or rules related to this grant:

14. Nondisclosure; Ownership of Results Grantee and WPZ will use the other's Confidential Information (as defined below) only in connection with activities under this Agreement and will keep it confidential, using at least the same degree of care each uses to prevent the unauthorized use or disclosure of its own confidential information. "Confidential Information" means all information, in any form, relating to one party and furnished to or obtained by the other under this Agreement including, without limitation, employee and client data, personal health or financial data, budget and other financial data, information about funding, product plans and strategies, technical data and research, and know-how. It does not include information which: (a) is or becomes generally available to the public other than as a result of a disclosure by the receiving party; (b) was known by the receiving party prior to its being furnished by the disclosing party; (c) is or becomes available to the receiving party on a non-confidential basis from a source other than the disclosing party; or (d) is independently developed by the receiving party. All Confidential Information furnished under this Agreement is and will remain the property of the disclosing party. Grantee is also subject to the Wisconsin Public Records Law and must disclose its public records as described in this legislation to maintain compliance.

Grantee and WPZ intend that all materials, information, inventions, designs, processes, results, works of authorship, and other items accumulated, authored, made, conceived, developed or first reduced

to practice by Grantee in the performance of the Project (collectively the "Results") together with all proprietary rights associated with ownership of such items shall be deemed to be the property of both Grantee and WPZ. Grantee agrees that if Grantee in any way or manner publishes, shares, advertises, discloses, uses, transfers or sells the Results (any such action a "Result Publication"), Grantee shall as a part of such Result Publication also disclose in writing to the recipient(s) of the Result Publication that WPZ was involved in the Project and the Results. Such disclosure shall be made reasonably and in good faith. For purposes of clarity, the parties hereto intend that all individuals and third parties who may through Grantee become aware of or have access to the Results also understand WPZ's role in the Project.

- 15. Adverse Developments.** Grantee must notify WPZ **within two weeks** if it experiences (a) any changes in its senior management team or key personnel responsible for carrying out the Project; (b) loss of other funding, the filing of any litigation, or any other development that has, or could have, a materially adverse effect on Grantee's financial condition, or otherwise materially affect its ability to carry out the Project or its other obligations under this Agreement; or (c) any material changes in Project design or implementation. WPZ will notify Grantee of any similar changes as listed above.
- 16. Indemnity.** Each party (the "Indemnifying Party") will indemnify and hold harmless the other party (the "Indemnified Party") and the other party's affiliates, current and former officers, directors, agents, and employees (collectively with the Indemnified Party, the "Indemnified Parties") from any and all Claims. "Claim" means any action, cause of action, suit, proceeding, claim, or demand of any third party (and all resulting judgments, bona fide settlements, penalties, damages, losses, liabilities, costs, and expenses (including without limitation reasonable attorneys' fees and costs), which arises out of: (a) the Indemnifying Party's breach of this Agreement or (b) any negligent act or omission of the Indemnifying Party relating in any way to the Indemnifying Party's performance or obligations under this Agreement. The Indemnified Party will provide the Indemnifying Party with reasonably prompt notice in writing of any Claim.
- 17.** Grantee assumes full responsibility for the quality and content of its products and performance of Grantee's labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Agreement. Grantee hereby agrees to indemnify, defend and hold harmless WPZ, the City of Seattle, and their respective agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with Grantee's performance of the Work under this Agreement. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Grantee's immunity under Washington's Industrial Insurance Act, RCW Title 51, to the extent necessary to provide WPZ with a full and complete indemnity from claims made by Grantee and its employees, to the extent provided herein. This Section 14 is not intended to require Grantee to indemnify WPZ with respect to any claim to the extent that it was caused by the negligence or willful misconduct of WPZ. With respect to all or any portion of the foregoing obligation that may be held to be within the purview of RCW 4.24.115, such obligation shall apply only to the maximum extent permitted by RCW 4.24.115. Grantee and WPZ agree that the indemnities set forth in this Section 14 shall survive and shall be enforceable beyond the termination or completion of this Agreement.
- 18. Maintaining AZA accreditation.** Grantee is expected to maintain their accreditation with the Association of Zoos and Aquariums (AZA) and adhere to its compliance requirements. If there is any change in Grantee's standing with AZA accreditation, Grantee is required to notify WPZ as soon as possible.
- 19. Behavior toward Animals.** The Grantee shall behave humanely toward animals he or she encounters in their research and/or conservation actions. WPZ may evaluate the Grantee in this animal welfare regard. WPZ expects the Grantee's work to be consistent with this excerpt from the Animal Behavior Society's Guidelines for the Use of Animals in Research:

"Observation of free-living animals in their natural habitats may involve disruption, particularly if feeding, capture, or marking is involved. While field studies further scientific knowledge and advance

an awareness of human responsibility towards animal life, investigators should always weigh any potential gain in knowledge against the adverse consequences of disruption for the animals used as subjects and also for other animals and plants in the ecosystem.”

- 20. Termination.** This Agreement may be terminated upon the occurrence of any one of the following events:
- a. Grantee uses the Funds for any purpose other than as stated in the Project Plan;
 - b. Grantee makes any misrepresentation in any report or other document delivered or statement made to WPZ;
 - c. Grantor terminates agreement with WPZ;
 - d. Adverse Developments lead WPZ to believe the Grantee will be unable to perform the Project Plan satisfactorily;
 - e. Upon either party giving 30 days prior written notice to the other.
- 21. Termination Effects.** Grantee, upon WPZ’s request, will repay to WPZ any unused portion of any Funds advanced within thirty (30) days after the effective date of termination. In addition, WPZ and Grantee will each, upon the request of the other, return or destroy the other’s Confidential Information in its possession. WPZ and Grantee will cooperate in transition activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination. Sections 7,8,10,13,15,16,17 and 18 will survive the expiration or termination of this Agreement.
- 22. Grant Extension.** At the written request of the Grantee, a no-cost extension may be approved by WPZ to extend the grant term beyond the end date if request is submitted to WPZ **at least thirty days before grant term end date** noted above. In evaluating the request, WPZ may request additional materials and documentation to determine approval.
- 23. Compliance.** Grantee shall comply with all applicable laws, ordinances, rules, regulations and other requirements now or hereafter in effect of any governmental authority having jurisdiction and any terms and conditions set forth in the applicable work order in Grantee’s performance of the Work. Grantee shall maintain all necessary licenses, permits and certifications that are required to perform the Work. Upon request, Grantee shall furnish WPZ with written progress reports regarding the status of the Work then being performed and access to results of such Work. Grantee shall not delegate performance of the Work to any other person (unless specified in Attachment A) without WPZ’s prior written consent.
- 24. Force Majeure.** If either party is prevented, delayed or stopped from performing its obligations under this Agreement due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, civil commotions, epidemic or pandemic, public health emergency, fire or other casualty, and/or other causes beyond the reasonable control of the party obligated to perform, (“Force Majeure”), notwithstanding anything to the contrary contained in this Agreement, such event of Force Majeure shall excuse the performance of such party for the period of any such prevention, delay or stoppage. In no event shall WPZ have any liability to Grantee for any damages, costs or losses that Grantee may suffer or incur due to any event of Force Majeure or the effect that the same may have on this Agreement. If WPZ determines, in its sole discretion, that an event of Force Majeure frustrates the purpose of this Agreement or causes excess costs or delays that are not acceptable to WPZ, WPZ may terminate this Agreement upon written notice to Grantee without any liability to Grantee.
- 25. Assignment.** Grantee shall not assign all or any part of this Agreement or any work order, by operation of law or otherwise, or subcontract any portion of the Work, without the prior written consent of the WPZ unless outlined in Attachment A. This Agreement is binding upon Grantee and its heirs, successors, assigns, and personal representatives and inures to the benefit of and is enforceable by the WPZ and its successors and assigns.

26. Attorneys' Fees. In any action arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

27. Severability. The invalidity or illegality of any provision of this Agreement shall not affect the validity of the remainder of this Agreement.

28. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements or undertakings, whether oral or written. This Agreement may be modified only by a written instrument signed by both parties.

29. Waiver. No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

30. Amendments and Modifications. This agreement may not be amended, supplemented, or modified in any respect except by the written agreement of both WPZ and the Grantee, duly signed by them or their respective authorized representatives.

31. Governing Law. This agreement shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Washington without reference to its choice of law rules. Grantee hereby consents to any disputes relating to this Agreement being resolved by a court of appropriate jurisdiction in King County, Washington.

32. Notices. Unless stated otherwise in this Agreement, all notices, authorizations, and requests in connection with this Agreement shall be deemed given: (i) on the day they are deposited in the U.S. mails, postage prepaid, certified or registered, return receipt requested; or (ii) on the day they are sent by air express courier/overnight carrier, charges prepaid; and addressed as follows (or to such other address as the party to receive the notice or request so designates by written notice to the other):

Woodland Park Zoo

Signed by:

Marta Burnet

F14428024CD54F2...

Date: 8/23/2024 | 11:53 AM PDT

Marta Burnet, Ph.D.

Director of Advancing Empathy

The undersigned certify that they are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this subgrant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

Accepted by:

GRANTEE (PRIMARY PROJECT CONTACT)

Signed by:

Jess Thompson

4F095909AE964DF...

By (signature): _____

Date: 8/23/2024 | 12:41 PM PDT

Name (print): _____ Jess Thompson

Title: _____ Conservation Education Curator - Henry Vilas Zoo

Accepted by:

GRANTEE AUTHORIZED OFFICIAL (EXECUTIVE DIRECTOR, CEO OR PRESIDENT)

By (signature): _____

Date: _____

Name (print): _____

Title: _____

Mailing address for grant payments:

Address Line 1: _____

Address Line 2: _____

City, State, Zip Code: _____

Please complete all signatures and input required information into DocuSign, which you will receive via email. You will then be able to download the final signed copy for your records and reference.



ATTACHMENT A

2024 Q3-Q4 Supplemental Funding Request

Summary Information and Justification

1. Organization Name: Henry Vilas Zoo
2. Project Lead and Contact Information: Courtney Cordova, cordova.courtney@henryvilaszoo.gov
3. Program/Project Title: Conservation Action Training Program
4. Project Dates (activities to end by January 31, 2025):
July 2024 to January 2025
5. Requested Amount (up to \$15,000):
Staff Hiring: Hire an LTE Education Specialist for 14 weeks at 20 hours per week.
Cost: \$34 per hour, totaling approximately \$9,550.
6. Budget Justification: How will the funds be spent? Briefly summarize major spending areas and breakdown of cost estimates.

The grant funds will primarily be used to hire an LTE Education Specialist, who will work 20 hours per week at \$34 per hour for approximately 14 weeks, totaling \$9,550. The work done by this position will cover the development of training materials, observation checklists, self-assessment tools, and info-sheets. Costs will also include resources and staff time for conducting pre/post-tests, and hosting a webinar to share the developed tools with the ACE network. Overall, the budget will ensure comprehensive development, implementation, and dissemination of the conservation action training program.

Proposal for Conservation Action Training Program

Goal: To expand upon our successful interpretive master plan grant by focusing on conservation action training, addressing a gap in guest retention of conservation messages at our zoo. This program will train staff who deliver interpretive chats, including volunteers, educators, and animal care staff. After implementation and refinement at HVZ, we will share the developed tools with the ACE network.

Pre-Test Development: Develop a pre-test process to evaluate what guests currently remember about conservation messages, leveraging our existing data from partial implementation. The LTE will design this pre-test to complement post-tests, enabling comprehensive assessment.

Training Session Development: Create effective conservation action training for HVZ staff and volunteers. Collaborate with senior management and stakeholders to develop the training, ensuring applicability and buy-in across departments. Document the process and develop surveys to facilitate replication at other institutions.

Training Implementation: Train staff and volunteers in delivering conservation messages. Conduct training sessions led by the Education Specialist and assisted by the LTE. Establish a coaching and mentorship structure to sustain training efforts post-grant, creating a replicable model for other institutions.

Observation Checklists: Monitor the use of conservation messaging by staff and volunteers. Design observation checklists for the LTE to use during staff interactions. Conduct surveys to evaluate guest retention of conservation messages.

Self-Assessment Tools: Enable staff and volunteers to self-evaluate their performance. Develop self-assessment tools to help identify strengths and areas for improvement. The LTE will facilitate the collection and review of this data.

Info-Sheets Development: Provide practical examples of incorporating conservation messages. Create info-sheets with common zoo scenarios and corresponding conservation messages, such as comparing animal enrichment to issues with wildlife encountering trash, or highlighting the importance of visiting AZA-accredited zoos. These can serve as discussion prompts and examples for other AZA facilities. The LTE will develop these with staff assistance.

Webinar Development: Share training insights and tools with the ACE network. Develop a webinar based on our research and experience, tailored to the needs of different institutions. The webinar will include pre/post-tests for participants to build on data collected, demonstrating effectiveness.

Outputs

- Pre/Post-tests for assessing interpretive chat impacts at various institutions.
- Training development tools for stakeholder feedback.

- Observation checklists.
- Self-assessment tools.
- Info-sheets for use at other institutions.
- A replicable webinar/training program.
- A sustainable coaching structure for post-grant implementation.

Inputs

- Staff Hiring: Hire an LTE Education Specialist for 14 weeks at 20 hours per week.
- Cost: \$34 per hour, totaling approximately \$9,550.

Timeline:

Here is a detailed timeline for the project from now until January, with the LTE hired between now and September and working 20 hours per week.

July - September

- Finalize job description and requirements for LTE Education Specialist.
- Post job opening and begin recruitment process.
- Review applications and conduct interviews.
- Select and hire the LTE Education Specialist.

October

- Onboard LTE Education Specialist.
- Begin initial planning meetings to outline project objectives and tasks.
- Develop Pre-Test: LTE works on designing the pre-test process to assess guest retention of conservation messages.
- Begin collaboration with senior management and stakeholders to outline training session content.
- Develop Training Sessions: LTE and team create training materials for staff and volunteers.
- Document the development process and create feedback surveys for replication at other institutions.

November

- Implement Training: Conduct initial training sessions for staff and volunteers, led by the Education Specialist and assisted by the LTE.
- Begin developing observation checklists for monitoring conservation messaging during staff interactions.
- Continue Training Implementation: Complete training sessions for all relevant staff and volunteers.
- Begin using observation checklists to assess the effectiveness of the training.
- Develop self-assessment tools for staff and volunteers to evaluate their performance.

December

- Compile and analyze data from pre-tests, training sessions, and observation checklists.

- Develop Info-Sheets: Create practical examples of incorporating conservation messages into everyday zoo scenarios.
- Refine training materials and processes based on feedback and observations.
- Develop the structure for post-grant coaching and mentorship.
- Finalize Webinar

January:

- Finalize and launch the webinar for the ACE network.
- Prepare and distribute all project outputs, including pre/post-tests, training development tools, observation checklists, self-assessment tools, info-sheets, and coaching structures.



Attachment B – Grantee Expectations Tier 2 Advancing Empathy Grant Agreement

Grantee will be expected to engage at a minimum as follows (all specific dates within timeframe below to be mutually agreed upon between Woodland Park Zoo (WPZ) and Grantee):

- **October 2024:** Optional mid-grant check-in call or email with WPZ Grants Specialist.
- **February 28, 2025:** Final narrative report and budget-to-actual spending report for entire grant period submitted via SMA. Report format and questions will be available by October 31, 2024.
- **Q1 2025:** Deliver a brief final presentation in a webinar to the ACE for Wildlife Network for shared peer learning. Make any translatable tools, templates or deliverables shareable in the online repository.

When sharing about this project, please include the following language: *This project was supported by a grant from Woodland Park Zoo's Advancing Empathy Grant Program. The grant program is made possible by funding from a private foundation.*

Grantee is encouraged to communicate **early and often** about their project and any challenges or questions they encounter as their projects progress. The WPZ grantmaking team is committed to supporting the Grantee throughout the entire process and welcomes communication from the Grantee at any point in the grant period. WPZ plans to send staff to visit the Grantee and see projects onsite. WPZ will notify the Grantee at least 30 days in advance and work with them to identify a convenient/appropriate time for a one-to-two-day visit.

For questions or additional information, contact the Grants Specialist at empathygrants@zoo.org.