

NSDI Cooperative Agreements Program

How to Implement Your NSDI CAP Project

Steps to successfully complete your National Spatial Data Infrastructure (NSDI) Cooperative Agreements Program (CAP) project





Learning Objectives

After completing this lesson the student can:

- ▶ **complete the paperwork needed to initiate the project**
- ▶ **submit requests for project funds**
- ▶ **address project reporting requirements**
- ▶ **request a modification if needed**
- ▶ **describe the manner in which CAP products are utilized**



- ▶ **Schedule**
- ▶ **Project Initiation**
- ▶ **Accessing Funds**
- ▶ **Financial Reporting**
- ▶ **Technical Reporting**
- ▶ **Award Modifications**
- ▶ **Outreach**
- ▶ **Project Completion**



Project Performance Period

- ▶ Start and completion dates established by recipient's proposal
- ▶ Project initiates with receipt of assistance award paperwork complete with signatures from the authority at the institute and the USGS Contract Officer
- ▶ Project duration is one year
- ▶ Time extensions subject to Category Lead approval



CAP Orientation Workshop

- ▶ Varies with CAP Category
 - May be held as:
 - formal face to face meeting
 - teleconference
- ▶ Purpose is to outline:
 - program administration
 - reporting requirements
 - project-specific expectation
 - meet the other CAP recipients
- ▶ Award funds can be used for travel



Other Meetings

- ▶ Category-specific telecons scheduled with agreement between the Category Lead and the recipient
- ▶ USGS and/or site visits as specified in proposal
- ▶ National conferences as able



Payments

- ▶ Made via the Department of Health and Human Services (DHHS) Payment Management System (PMS)
- ▶ CAP recipient establishes PMS account upon receipt of fully executed award
- ▶ 4 to 6 week process to establish PMS account



Reimbursement Registration Process

1. Complete *Direct Deposit Sign-Up Form* ([SF1199A](#))
2. Mail hardcopy form to the NSDI Grants Specialist
3. USGS sends SF1199A to DHHS
4. DHHS sends CAP recipient their PMS username and password
5. Log-on to PMS and withdraw funds as they are needed for the project



Quarterly Financial Report

- ▶ [SF272 Federal Cash Transaction Report](#)
- ▶ Summary of project expenditures for the quarter
- ▶ Filed electronically
- ▶ Submit on schedule to avoid being 'flagged' and experience payment delays



Final Billing

- ▶ [SF269 Financial Status Report](#)
- ▶ Final accounting for the project
- ▶ If no income was generated by the project the short form (SF269A) can be used
- ▶ Mail, fax, or emailed to the NSDI Grant Specialist



Project Interim Report

- ▶ Mid-project status report
- ▶ Due 6 months after project start date

Final Report

- ▶ Project completion summary of results
- ▶ Due on project end date



Content and Format

- ▶ Concise with focus on the accomplishments of the projects
- ▶ Supporting materials can be included
- ▶ PDF format preferred
- ▶ Report requirements available from CAP Administrative Guidance [website](#)

Process

- ▶ Email to Category Lead and CAP coordinator
- ▶ Completed reports are posted to CAP website



Links to examples of Interim and Final Reports can be found on the yearly list of CAP projects

For example:

- [2008 projects](#)
- [2007 projects](#)



Other Reports

- ▶ CAP Category-specific and Project-specific reports/deliverables:
 - submitted to Category Lead in the designated format
 - published and distributed for use by NSDI Stakeholders



Allowable Modifications:

- ▶ Award end date (no-cost extension)
limited to one
- ▶ Principal Investigator (PI)
must come from the same institute as the original PI
- ▶ Reallocation of funds >10% of total award
reallocations <10% permitted w/out modification

No Additional Funds Can Be Granted



Modification Process

1. Draft a letter describing the type of modification needed and reason for the request
2. Submit, by email, to both the CAP Coordinator and the Category Lead
3. CAP Coordinator will forward to the Grants Specialist with Category Lead approval
4. Award modification is completed by the Grants Specialist



Project outreach is encouraged via:

- ▶ presentations at professional meeting and conferences
- ▶ publications
- ▶ coordination with other NSDI Stakeholders

Projects funds used for travel/outreach if:

- ▶ included in original budget
- ▶ reallocation of funds to travel is $<10\%$ of budget
- ▶ a budget modification is requested if travel $>10\%$ budget



Project Completion

Requirements:

- ▶ Final technical report
- ▶ Final financial report
- ▶ Project deliverables listed in the CAP announcement

Once submitted:

- ▶ Grants Specialist and Financial Officer will process paperwork to close out project
- ▶ Unused funds will be de-obligated and returned to the U.S. treasury and not available to fund other CAP projects



Project Completion

CAP products will be available to the public

- ▶ Reports will be posted to the FGDC Grants website
- ▶ Deliverables may be used, distributed or posted to the FGDC website by the Category Lead
- ▶ Information from reports will be used by the FGDC when compiling:
 - FGDC Annual Report
 - other NSDI promotional materials



CAP Project Implementation Guidance available from:

<http://www.fgdc.gov/grants/CAPAdministrativeGuidance>