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

fgdc
Federal Geographic Data Committee

vers. 201203

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 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

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Project Initiation

Award Notification

- ▶ Initial letter of award
  - From NSDI CAP Coordinator - Gita Urban-Mathieux, burbanma@usgs.gov
  - Will come as an email to contact listed on form (SF-424) in the original application
- ▶ Official award notification
  - From USGS Grants Specialist - Desiree Santa (dsanta@usgs.gov)
  - Will come as an email to contact listed on form (SF-424) in the original application

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Project Initiation

CAP Orientation Workshop

▶ Varies with CAP Category
May be held as:
- formal face to face meeting
- teleconference

▶ Purpose is to outline:
- meet the other CAP recipients
- project-specific expectations
- program administration and requirements

▶ Award funds can be used for travel

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This is also known as the kick-off meeting

In the past the 50 States Initiatives projects held a kick-off meeting in Annapolis, MD during the NSGIC mid-year meeting.

Project Initiation

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 or other regional conferences as able

Accessing Funds

Payments

▶ They go through the Department of the Treasury Automated Standard Application for Payments (ASAP)

▶ The ASAP account is set up upon receipt of fully executed award

▶ The contact for enrollment Laura Mahoney (lmahoney@usgs.gov, 703-648-7344)

▶ Information about enrolling is at http://www.fms.treas.gov/asap/pr_questions_enrollment.html

▶ The Automated Clearinghouse (ACH) is the preferred payment mechanism for the ASAP system.

▶ Payments may be drawn in advance only to meet immediate cash disbursement needs.

Accessing Funds

ASAP Enrollment Process

- ► Email the following to Laura Mahoney (lmahoney@usgs.gov)
  - ▪ Organization Name
  - ▪ Organization Type (i.e. State Agency, Non-Profit, University, etc.)
  - ▪ Point of Contact (Name, Address, Phone and E-Mail)
  - ▪ DUNS
  - ▪ EIN/TIN
- ► The recipient will be contacted by ASAP to complete the process
  - ▪ Assigning users
  - ▪ Entering their bank account information
- ► The enrollment must be completed within 45 days
- ► Once the enrollment is completed, it takes the USGS about 4-5 business days to load the award into ASAP

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Accessing Funds

Inquiries regarding payments should go to:

Regional Financial Center	Time Zone	Phone Number	Business Hours	Mailing Address
Philadelphia	Eastern	(215) 516-8021	7:30 am - 4:00 pm	P.O. Box 51317 Philadelphia, PA 19115-6317
Kansas City	Central	(816) 414-2100	7:30 am - 4:00 pm	P.O. Box 12599-0599 Kansas City, MO 64116-0599
San Francisco	Mountain or Pacific	(510) 594-7182	7:30 am - 4:00 pm	P.O. Box 24700 Oakland, CA 94623-1700

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Financial Reporting

Interim Financial Report

- ► SF425 Federal Financial Report
- ► Submitted on **annual** basis
- ► Year is based on the project start date
- ► Summary of project expenditures for the year
- ► Due 90 days after the cooperative agreement year - i.e.12 months after the approved project start date and every 12 months thereafter until the expiration date of the agreement.
- ► Funds may be withheld for accounts with delinquent reports
- ► Submitted via FedConnect (need to register)
- ► Contact : Laura Mahoney (lmahoney@usgs.gov)

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As of May 2011, quarterly final status report are **not** required.

SF425 available from: http://www.whitehouse.gov/omb/grants_forms/

The annual reporting schedule may not always correspond with a specific budget period.

If after 90 days, recipient has not submitted a report, the account will be placed in a manual review status.

Financial Reporting

Final Financial Report

- ► SF425 Federal Financial Report
- ► Final accounting for the project
- ► Recipient will liquidate all obligations incurred under the award
- ► Due no later than 90 calendar days after the cooperative agreement completion date
- ► A signed copy needs to be mailed, faxed, or emailed to the Gita Urban-Mathieux, burbanma@usgs.gov

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SF425 available from: http://www.whitehouse.gov/omb/grants_forms/

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Technical Reporting

Project Interim Report

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

Final Technical Report

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

Technical Reporting

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

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CAP Report Guidance available from:
http://www.fgdc.gov/grants/CAPAdministrativeGuidance#Reports

Technical Reporting

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

For example:
- 2011 projects
- 2010 projects
- 2009 projects
- 2008 projects

Technical Reporting

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

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Award Modifications

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

Award Modifications

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

Outreach

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

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Discussion: What are the some of the venues that you can utilize to promote your work and perform NSDI outreach?

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

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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

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Summary

CAP Project Implementation Guidance available from:

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

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Summary

This is the conclusion of "How to Implement your NSDI CAP Project".

You should be able to:

- ▶ 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

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Other Lessons

NSDI Cooperative Agreements Program:

Introduction to CAP

How to Submit a CAP Proposal

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Refer to http://www.fgdc.gov/training/training-materials.