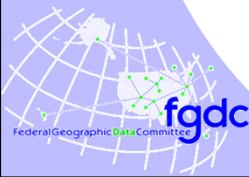


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## National Spatial Data Infrastructure Cooperative Agreements Program

An introduction to the program and  
how to submit a proposal

2011 Webinar  
Gita Urban-Mathieux  
FGDC Grants Coordinator



***Webinars held November 14 and December 1***

Thank you for joining this Webinar that will provide an introduction to the National Spatial Data Infrastructure Cooperative Agreements Program or NSDI CAP for short. I am Gita Urban-Mathieux, the coordinator for the program. Also with me is Vaishal Sheth who will be running to slides as well as other technical aspects of the presentation. We are both members of the Federal Geographic Data Committee Office of the Secretariat or FGDC Secretariat located in Reston, Virginia. I expect the presentation to last about an hour with some time for questions at the end. If you have a question during the presentation you may send it in at any time using the chat feature. We will try to get to as many of these as we can at the end. I will be posting these slides on the FGDC web site.

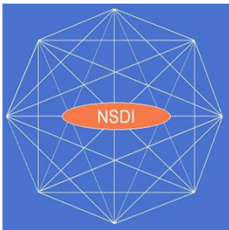
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# Objectives

## Webinar Agenda


- What is the NSDI CAP?
- Why is there an NSDI CAP?
- Who can participate?
- NSDI CAP categories
- NSDI CAP funding
- Steps for proposal submission via Grants.gov
- Proposal components and forms
- Where to get help
- Proposal tracking
- Proposal review and selection



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Here are the topics that I will cover during this Webinar. It includes the what, the why, the who, and the how of the program. So let's get started.



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## What is the NSDI CAP?

The NSDI Cooperative Agreements Program (CAP) is:

- ▶ an annual program to assist the geospatial data community in implementing the components of the NSDI by providing funding and other resources
- ▶ Federal Geographic Data Committee (FGDC), U.S. Geological Survey
- ▶ benefit the overall geospatial community

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First, what is the NSDI Cooperative Agreements Program? It is an annual program with the purpose of assisting the geospatial community in implementing the components of the NSDI through funding and support services from FGDC personnel. It is sponsored by the FGDC which is hosted by the U.S. Geological Survey. It is intended to benefit both the Federal agencies as well as the overall geospatial community. Now you may be asking what the NSDI is. A simple definition is that it is a physical, organizational, and virtual network designed to enable the development and sharing of U.S. digital geographic information resources.

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# What is the NSDI CAP?

NSDI CAP areas of emphasis :

```
graph TD; A[Documenting] --- B[Expanding]; A --- C[Promoting]; D[Advancing] --- E[Implementing];
```

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The NSDI CAP program has been around since 1994 and over this time the type of projects funded has varied as the concept of the NSDI matures. The areas of emphasis have included documenting, implementing, and providing outreach for metadata and other standards, expanding geographic information coordination across and between organizations, promoting geospatial best practices, advancing geospatial related Web services, advancing NSDI framework data, and creating online applications to support geospatial data discovery and exchange.


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## What NSDI CAP is Not

The NSDI CAP does not support projects that are:

- ▶ data collection efforts
- ▶ data purchases
- ▶ GIS start-ups
- ▶ agency specific or of limited value to other NSDI stakeholders



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The program does not fund data collection, data purchases, or GIS start-ups. In addition, since the purpose of the NSDI CAP is to build partnerships the CAP does not fund projects that benefit only a single agency or are of limited value to other stakeholders.

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## Why is there an NSDI CAP?

The NSDI CAP is intended to:

```
graph TD; Support[Support] --- Market[Market]; Market --- Outreach[Outreach]; Outreach --- Implement[Implement]; Implement --- Institutionalize[Institutionalize]; Institutionalize --- SeedEffort[Seed Effort]; SeedEffort --- Support;
```

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Why does the FGDC sponsor the program? Well – for a variety of reasons. Among them are supporting outreach and communications, getting the word out about the NSDI, providing a helping hand to small organizations that may have trouble getting the funding to do NSDI related work, reaching new organizations that would benefit by participating in the NSDI, and helping to create a network of NSDI partners and contacts.

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## What is a 'Cooperative Agreement'?

### Cooperative Agreement

- ▶ Substantial involvement by the Federal Government
  - regular teleconferences
  - technical support
  - administrative assistance in resolving issues
- ▶ Not involved in day-to-day business

The diagram consists of two red rounded rectangular boxes. The left box contains the text 'Cooperative Agreement' and the right box contains the text 'Grant'. A red double-headed arrow points from the left box to the right box, indicating a relationship or comparison between the two.

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So what is a Cooperative Agreement and how is it different from a traditional grant? The Federal Government's definition of cooperative agreement is that there is **substantial** Federal Government involvement in the funded project. This means that the FGDC works with the CAP recipient by hosting regular teleconferences, providing technical support, and providing administrative assistance in resolving issues. With a grant the recipient is left on their own to accomplish the work.

In a Cooperative Agreement the Federal Government is not involved in the day to day business of the project.



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## Who can participate in the NSDI CAP?

The NSDI CAP Program is open to all non-federal organizations

- State governments
- Local governments
- Tribal governments
- Academia
- Commercial businesses
- Nonprofit organizations


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The NSDI CAP is open to any organization except the Federal Government and foreign organizations. Through the years the FGDC has made awards to State governments, local governments, Tribal governments, consortia of organizations, educational institutions, and organizations in the commercial and nonprofit sector. Federal agencies can be partners in a project but they cannot use funds from this program. The FGDC encourages you to include Federal partners in your projects.



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## NSDI CAP Categories

CAP award categories are based upon FGDC/NSDI programs of work:

- ▶ standards implementation and outreach
- ▶ collaboration in geospatial communities
- ▶ geo-enabling non-traditional data communities
- ▶ integration of framework data
- ▶ participation in national initiatives like Geospatial Platform or *The National Map*

*Categories vary annually to support current NSDI priorities and initiatives*

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Every year the NSDI CAP makes awards in a variety of categories depending on the areas of emphasis for a particular year.

Suggestions for the CAP categories come from the FGDC Coordination Group which is the Federal interagency group that advises the day-to-day business of the FGDC and the implementation of the NSDI.

The suggestions are evaluated against several criteria. These include

- alignment with FGDC and NSDI strategic goals
- appropriateness with respect to the funding authority and cooperative agreements requirements
- alignment with existing categories
- potential to seed on-going activities beyond the initial effort
- supporting or implementing standards, and
- the success of previous category efforts.

After discussions are held with the appropriate folks, recommendations are made to FGDC management and the final categories are approved by the FGDC Executive Director.



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## NSDI CAP Categories

<b>2012 NSDI CAP Categories</b>	<b>Award Amount</b>	<b>In-kind Match</b>	<b>Approx Number of Awards</b>
Category 1: Metadata Trainer and Outreach Assistance	\$25,000	30-50%	3
Category 2: ISO Geospatial Metadata Standards Implementation	\$30,000	30-50%	3
Category 3: Expanding Use of the GIS Inventory System	\$7,500 to \$15,000	50%	10-20
Category 4: Fifty States Initiative: Business Plan Development and Implementation	\$40,000	50%	8
Category 5: FGDC-endorsed Standards Implementation Training and Outreach	\$25,000	30-50%	2
Category 6: FGDC Standards Development Assistance	\$25,000	30-50%	2
Category 7: Geospatial Platform Cloud Service Testbed	\$25,000	50%	3

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This year there are seven award categories.

Category 1 is Metadata Trainer and Outreach Assistance and it has been around for the past several years. This category provides assistance to organizations with NSDI expertise and experience in helping other organizations with the training and implementation of metadata. Up to 3 awards may be made with each project getting up to \$25,000.

Category 2 is new and is for ISO Geospatial Metadata Standards Implementation. Projects in this category are intended to explore and test the process and procedures involved in transitioning from the FGDC Content Standard for Digital Geospatial Metadata (CSDGM) to the international geospatial metadata standard, ISO 19115 Geographic Information – Metadata. Projects in this category can focus on technical and (or) organizational issues. Up to 3 awards may be made with each project getting up to \$30,000.

Category 3 is also new this year and is directed toward State and regional governments. The goal for these projects is to populate the National States Geographic Information Council's GIS Inventory System (also known as Ramona) with metadata that will be available for harvesting by the NSDI Clearinghouse Catalog. There will be up to 20 awards made, ranging from \$7,500 to \$15,000 each.

The award amount will depend on the level of effort.

Category 4 is part of the FGDC's Fifty States Initiative and is focused on development and implementation of statewide business plans. The awarded projects in this category will develop and implementation state business plans that advance the state's spatial data infrastructure or the NSDI while increasing Federal involvement in statewide geospatial planning and implementation activities. This year the FGDC is looking for projects focused on business plans for cadastral, elevation, or orthoimagery data. I expect up to 8 awards may be made with each project getting up to \$40,000.

Category 5 this year is Implementation Training and Outreach for FGDC-endorsed Standards. It is similar to Category 1. The goal of these projects is to facilitate implementation of an FGDC-endorsed standard in user communities. There may be 2 awards made with each project getting up to \$25,000.

Category 6 will make awards to projects that will assist organizations in the development of standards registered in the FGDC standards program of work which are list on the FGDC web site. Up to 2 awards may be made with each project getting up to \$25,000.

Lastly is another new category - category 7 is for the Geospatial Platform Cloud Service Testbed. This category will support State, local, and/or Tribal governments who have formal data exchange agreements with Federal agencies for the collection and local management of nationally significant geospatial data and seek to deploy geospatial cloud services. The result of each award in this category will be an operational geospatial Cloud service whose deployment costs and performance characteristics are known and documented. There will be up to 3 awards made with each project getting up to \$25,000.

The recipient organizations will need to contribute either 30 to 50 percent or at least 50 percent of the award amount as an in-kind match. I will discuss in-kind matches later.

Complete information about the categories are in 2012 NSDI CAP announcement that is posted on Grants.gov. A copy is also available via the FGDC Web site.

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## Eligibility

Category	Specific Eligibility Requirement
Category 1: Metadata Trainer and Outreach Assistance	<ul style="list-style-type: none"> <li>Not eligible if had a Metadata Trainer and Outreach Assistance award within the past 3 years</li> <li>Organization should be skilled and resourceful in implementing metadata</li> </ul>
Category 2: ISO Geospatial Metadata Standards Implementation	<ul style="list-style-type: none"> <li>Organization should own and publish significant numbers of geospatial metadata records</li> <li>Organization should be skilled and resourceful in implementing metadata</li> </ul>
Category 3: Expanding Use of the GIS Inventory System	<ul style="list-style-type: none"> <li>State and regional government organizations that participate in statewide GIS coordination activities</li> <li>Need obtain letters of support from their statewide GIS Council</li> </ul>
Category 4: Fifty States Initiative: Business Plan Development and Implementation	<ul style="list-style-type: none"> <li>Coordinated multi-sector responses are strongly encouraged</li> <li>A regional entity must have the support of the State's geospatial coordination council</li> </ul>

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As I mentioned in a previous slide all entities but the Federal Government are eligible to apply. Within each category there are specific eligibility requirements. This table and the table on the next slide summarize the particulars for each category. This information is listed in the CAP announcement for each category.


You may apply for category 1 if you have not received a metadata training and outreach award within the past 3 years, which is 2011, 2010, or 2009. In addition, the organization applying needs to demonstrate their metadata expertise.

For category 2 the applicant organization should own and publish a significant number of metadata records and demonstrate their metadata expertise.

Category 3 is for State and regional government organizations that participate in statewide GIS coordination activities and it is necessary for the applicant to provide a letter of support from their statewide GIS Council.

Category 4 is related to the 50 States Initiative business plan development and implementation. Coordinated multi-sector responses are strongly encouraged. If the applicant is a regional entity a letter of support from the State's geospatial coordination council is required.

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**Eligibility**

Category	Specific Eligibility Requirement
Category 5: FGDC-endorsed Standards Implementation Training and Outreach	<ul style="list-style-type: none"> <li>Not eligible if had an FGDC-endorsed Standards Implementation Training and Outreach award within the past 3 years</li> </ul>
Category 6: FGDC Standards Development Assistance	<ul style="list-style-type: none"> <li>Not eligible if had an FGDC Standards Development Assistance award within the past 3 years</li> </ul>
Category 7: Geospatial Platform Cloud Service Testbed	<ul style="list-style-type: none"> <li>State, local, and/or Tribal governments who have formal data exchange agreements with Federal agencies for the collection and local management of nationally significant geospatial data</li> <li>Must be the entity officially responsible for the collection and/or dissemination of the geospatial data layer</li> <li>Preference will be given to projects that already operate public-facing Web services</li> </ul>

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For the FGDC standards categories, 5 and 6, you are eligible if your organization has not received an award in related to FGDC standards within the past 3 years, which is 2011, 2010, or 2009.

Geospatial Platform Cloud Service Testbed category is for State, local, and/or Tribal governments who have formal data exchange agreements with a Federal agency for the collection and local management of nationally significant geospatial data that are listed in OMB Circular A-16. The applicant organization must be the entity officially responsible for the collection and/or dissemination of the geospatial data layer. Preference will be given to projects that already operate public-facing Web services.



CAP funds can be used to support:

- ▶ salaries and wages
- ▶ training
- ▶ travel
- ▶ labor
- ▶ hardware and software that are dedicated to the project and its sustainability
- ▶ fees for consultants, facilitators or recorders
- ▶ publication costs




The CAP award funds can be used to for salaries and wages of the project personnel, training, travel, hardware and software that are dedicated to the project and its sustainability, fees for consultants, facilitators, or recorders, and publication costs. If there are any restrictions they are described in the CAP announcement.

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## CAP Funding

CAP funds cannot be used to support:

-  data collection
- ▶ data purchases
- ▶ equipment purchases that are not dedicated to the project

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CAP dollars cannot be used to support data collection or data purchases. If equipment, hardware, or software is to be purchased it needs to be dedicated to the project both during the project and in the follow on work. Category 7 specifically states that funding cannot be used for hardware purchases.



**Performance period and  
expenditures are  
limited to one year**



The performance period for all projects is limited to one year. It would be great if the performance period were longer but USGS regulations don't allow this. Fortunately, no cost extensions are a possibility.





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## CAP Proposal Submission

### Where to view the 2012 announcement

Grants.gov

- ▶ “Find Grant Opportunities”, search Keyword NSDI CAP

FGDC Web site

- ▶ <http://www.fgdc.gov/grants/2012CAP/2012CAPDescriptions>

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Now I will begin the discussion of how to submit a CAP proposal. The 2012 NSDI CAP announcement can be found on Grants.gov and on the FGDC Web site.



### Proposal Submissions

- ▶ **All** proposals must be submitted electronically via **Grants.gov**
- ▶ Submittal period ends **January 24, 2012**
- ▶ No hardcopy proposals accepted
- ▶ Do not email softcopy proposals
- ▶ help is available from <http://www.usgs.gov/contracts/grants/grantsgov.html>

All proposals must be submitted electronically via Grants.gov by the closing date which is **January 24, 2012**. Please do not send any hardcopies or softcopies via email. There is help on the USGS Web site. You can find this link and other links that I will mention during the presentation on the CAP FAQ page.



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## CAP Proposal Submission

Submitting a proposal application package:


1. Register with Grants.gov  
<http://www.grants.gov/>  
Registration takes 1 to 4 weeks **so start early**. Once registered, your organization can use the same information for all other Grant.gov applications
2. Prepare proposal  
Pay attention to CAP and category specific requirements
3. Submit package to Grants.gov  
<http://www.grants.gov/>

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There are 3 basic procedures for submitting a proposal application package.

1. Register with Grants.gov. Registration takes between 1 to 4 weeks so **start early**. Once registered, your organization can use the same information for all other Grants.gov applications. So if your organization has already submitted applications in the past to Grants.gov you may be able to skip this step.
2. Prepare the proposal application package. Make sure to pay close attention to category specific requirements.
3. Submit the proposal application package electronically via Grants.gov.


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## Submitting Your Proposal via Grants.gov

### Grants.gov

A centralized location to explore, access, and apply to U.S. Federal Government grant and cooperative agreement opportunities

More information is available at:  
<http://www.grants.gov/>



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If you do not already know -- Grants.gov is a centralized location to explore, access, and apply to U.S. Federal Government grant and cooperative agreement opportunities. Now I will explain in more detail the procedures for using Grants.gov to submit your CAP application.



### Steps for registration on Grants.gov

1. Obtain DUNS Number
2. Register with CCR
3. Create AOR Username & Password
4. AOR Authorization
5. Track AOR status

More information at

[http://www07.grants.gov/applicants/organization\\_registration.jsp](http://www07.grants.gov/applicants/organization_registration.jsp)



There are five steps to registering on Grants.gov. These steps are not necessary done by you. They need to be completed by the person who is considered an authorized representative for your organization.

Step 1 is obtaining a DUNS Number. Step 2 is registering with CCR. Step 3 is completing the Authorized Organization Representative or AOR profile on Grants.gov and creating a username and password. Step 4 is the confirmation by your organization's E-Business Point of Contact for who is an AOR. This is the person who will submit the proposal. The final step is tracking the AOR status.

Details about these steps are on the Grants.gov web site and now I will review some of the details.

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## Registration on Grants.gov

### Step 1: DUNS Number

A Data Universal Number System (DUNS) Number is required to submit a CAP Proposal

- ▶ A universal standard for identifying businesses
- ▶ If your organization does not have a DUNS Number request one from:  
<http://www.dnb.com/>



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Step 1 in the registration process is obtaining a Data Universal Number System number or DUNS number. A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses worldwide. If your organization does not already have a DUNS Number the appropriate person in your office will need to request one from the Dun and Bradstreet web site.

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Registration on Grants.gov

### Step 2: Register with the Federal Central Contract Registry (CCR)

- ▶ CCR is a database containing business information about the Federal Gov't trading partners
- ▶ Your organization must be registered and an E-Business Point of Contact (E-Biz POC) designated
- ▶ Check with organization's grant administrator, chief financial officer or authorizing official if your organization is already registered
- ▶ Must be renewed yearly

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The next step is to register with the Federal Central Contract Registry or CCR. The CCR is a Web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment processes. Your organization must be registered and an E-Business Point of Contact designated. You should check with your organization's grant administrator, chief financial officer or authorizing official and ask if your organization is already registered and who is your E-Business Point of Contact. CCR registration must be renewed yearly.

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Registration on Grants.gov

**Step 2 (con't): Register with the Federal Central Contract Registry (CCR)**

- ▶ E-Biz POC will have a Marketing Personal Identification Number (MPIN) to login into Grants.gov
- ▶ E-Biz POC will identified who in your organization is an Authorized Organization Representative (AOR) and may submit applications via Grants.gov
- ▶ More information is available from:  
<http://www.ccr.gov>


 

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The E-Business Point of Contact uses a Marketing Personal Identification Number or MPIN given by the CCR to login to Grants.gov and to designate who in your organization may submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications to Grants.gov are called Authorized Organization Representatives or AOR.

The CCR web site has more detailed information.





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## Registration on Grants.gov

### Step 3: Username and password

- ▶ Complete your AOR profile on Grants.gov
- ▶ Create your username and password
- ▶ Need your organization's DUNS Number  
<https://apply07.grants.gov/apply/OrcRegister>.

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Step 3 is completing the Authorized Organization Representative or AOR profile on Grants.gov and creating a username and password. The AOR may or may not be you. The organization's DUNS Number is necessary to complete this step.



## Step 4: AOR Authorization

- ▶ E-Business Point of Contact needs to confirm who is an AOR
- ▶ An organization have more than one AOR
- ▶ The E-Biz POC can be an AOR

In step 4 the E-Business Point of Contact or E-Biz POC in your organization must login to Grants.gov and confirm who the AOR are for the organization. There can be more than one AOR within an organization. Sometimes the E-Biz POC is also the AOR for an organization.



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## Registration on Grants.gov

### Step 5: Track AOR status

- ▶ The link is [http://www07.grants.gov/applicants/applicant\\_profile.jsp](http://www07.grants.gov/applicants/applicant_profile.jsp)
- ▶ Login as an Applicant using username & password you obtained in Step 3

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The final step in the Grants.gov registration is tracking the AOR status by logging in with the username and password that was set up in Step 3.



### Download the NSDI CAP Application Package from Grants.gov

Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting

- ▶ Download the application package from:  
[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)
- ▶ Provide the CFDA Number, '**15.809**' to access the NSDI CAP application package
- ▶ Need correct version of Adobe Reader
  - App to test your version at  
<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>

While you are waiting for all the Grants.gov registration steps to be completed you can download the NSDI CAP Application Package from Grants.gov. Downloading an application package allows you to complete it offline and route it through your organization for review before submitting it.

Please note that you will need the correct version of Adobe Reader to complete the forms. On the Grants.gov web site there is an app that can test your version Adobe Reader. A link to this app is on the CAP FAQ page. You can use Adobe Acrobat Standard or Professional if they are installed on your computer. If you are collaborating with others to complete the package make sure their Adobe software is compatible.



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## Prepare CAP Proposal

### Complete the NSDI CAP Application Package

Complete the application on your own computer

- ▶ Instructions on how to open and use the forms in the package are on the application package cover sheet
- ▶ Edits to your application are saved locally
- ▶ A narrated tutorial on how to complete a application package is provided at:  
[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)
- ▶ The package cannot be submitted until all required fields have been completed

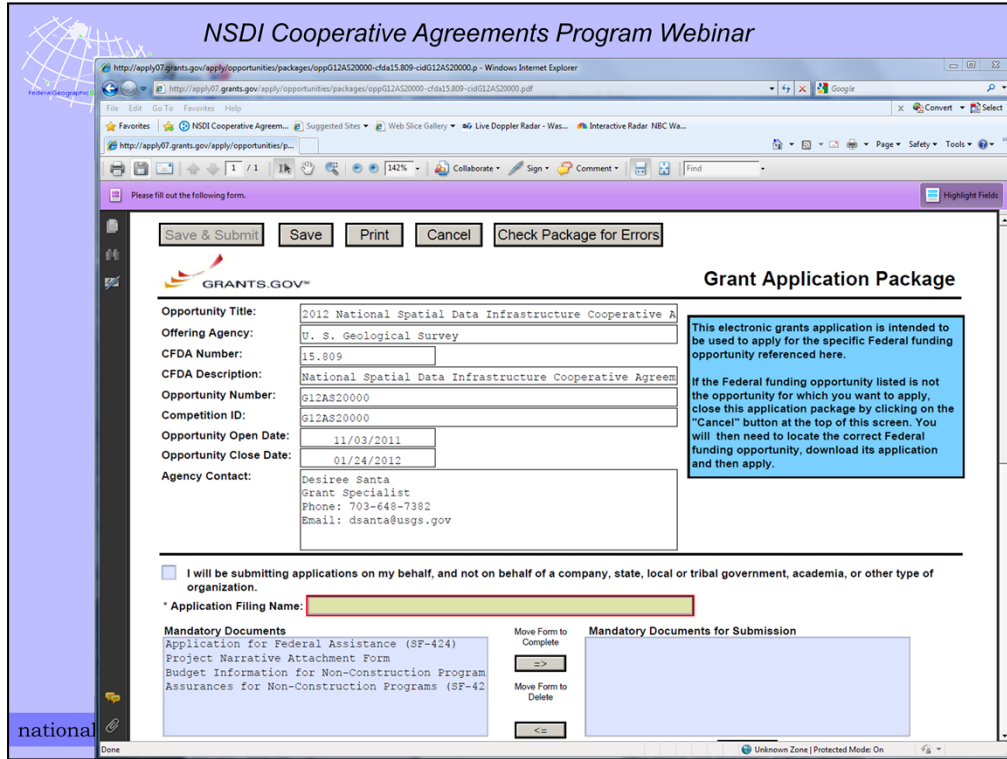
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The instructions on how to open and use the forms in the package are on the application package cover sheet. All your application edits are saved to your local system.

There is a narrated, animated, tutorial on how to complete an application package on the Grants.gov web site. I highly recommend you view this tutorial.

The package cannot be submitted until all required fields have been completed.



Here is an example of the application package cover sheet.



### Summary of Required Components


- ▶ Application for Federal Assistance - SF 424
- ▶ Budget Information - SF 424A
- ▶ Assurances – SF 424B
- ▶ Proposal Narrative
- ▶ Budget Breakdown
- ▶ Other category-specific requirements as specified in the CAP announcement

### Format for submittal

- Adobe Acrobat (.pdf)



Now I will go over the required documents that make up NSDI CAP application package. There are 3 standards forms - SF 424, SF 424A, and SF 424B. Next is the Proposal Narrative. Then there is a detailed budget breakdown. And finally there may be other category-specific requirements that are specified in the CAP announcement.



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## Proposal Components

### Summary of Optional Components

- ▶ Letters of Support or Commitment
- ▶ Memoranda of Understanding
- ▶ Related reports
- ▶ Other supporting documents
- ▶ Project personnel resumes or Curriculum Vitae

Format for submittal


- Adobe Acrobat (.pdf)
- Tagged Image File Format (.tif) or other scanned document format

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There are optional documents that you may provide such as Letters of Support or Commitment, related reports, other supporting documents, or resumes. It is helpful if these are in a PDF format. If there is a scanned document it can be in TIFF or JPEG format. It is best not to overwhelm the reviewers with too many supporting documents.





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## Required Proposal Components

### Application for Federal Assistance SF-424

The government-wide form for grant application packages


- contact information for submitting organization
- CAP category to which the proposal is submitted
- project title
- project duration
- geographic impact of the project
- amount of funding requested

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The SF-424 or Application for Federal Assistance form is the core government-wide form for grant and cooperative agreement application packages. This is where you record general information such as contact information for the submitting organization, CAP category to which the proposal is submitted, project title, project duration, geographic impact of the project, and funding amount requested.

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## Required Proposal Components

### Application for Federal Assistance SF-424 (cont'd)

- Item 8f: *Name and Contact Information*
  - NSDI CAP project lead
  - **all project correspondence will go to this person**
- Item 15: *Descriptive Title of Applicants Project*  
Example: *Category 4: Implementing a Business Plan for our State*
- Item 17: *Proposed Project*
  - the start and end date can be modified after the award is granted
  - project period should not exceed one year
  - end date should not be later than September 30, 2012

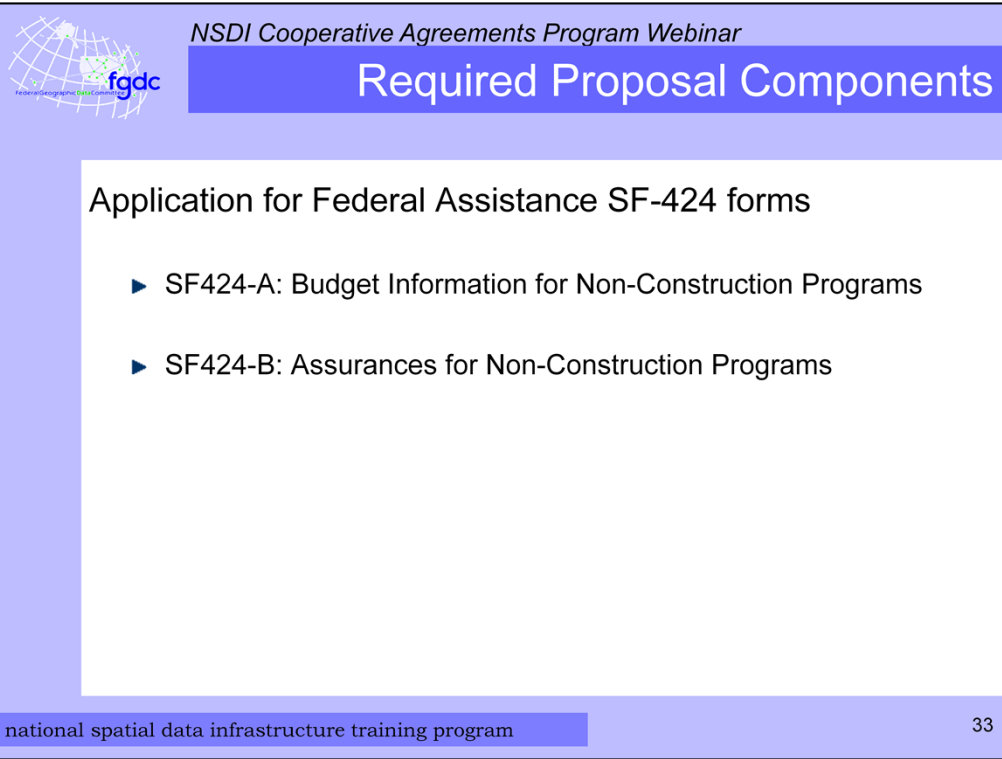
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I would like to highlight a few of the fields in the 424 form.

The name and contact information in Item 8f should be the person that will be the project lead or primary investigator. Whoever is listed here will receive all the project correspondence that comes from me, CAP coordinator, and the USGS grants office.

Under Item 15 be sure to preface your project title with the NSDI CAP Category number. An example would be Category 4: Implementing a Business Plan for the Commonwealth of Virginia.


The project start and end dates are listed in Item 17 and can be modified after the award is granted. The project period should not be more than one year and the start date should be no later than September 30, 2012.



The slide features a blue header with the text "NSDI Cooperative Agreements Program Webinar" and "Required Proposal Components". On the left, there is a logo for "fgdc" (Federal Geographic Data Committee) with the text "federal geographic data committee" below it. The main content area is white and lists "Application for Federal Assistance SF-424 forms" with two bullet points: "SF424-A: Budget Information for Non-Construction Programs" and "SF424-B: Assurances for Non-Construction Programs". The footer is blue and contains the text "national spatial data infrastructure training program" on the left and the number "33" on the right.

In addition to the SF 424 there is the SF 424-A budget information form and SF 424-B called the Assurances for Non-Construction Programs form. The budget form is for a summary of the project budget by tasks and expense categories such as salary, travel, and supplies. This is in addition to the detailed budget information the USGS grants office requires.

The form SF 424-B only requires a signature and is a listing of varied assurances that the applicant must make with regard to eligibility for funding and compliance with Federal laws.



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## Required Proposal Components

### Proposal Narrative

- ▶ Primary document evaluated by the review panel
- ▶ Includes:
  - project scope
  - expected benefits
  - technical approach
  - deliverables
  - project and/or NSDI-related experience
  - commitment to effort
  - organizational capacity
  - resources

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The next required component is the Proposal Narrative. This is the primary document that will be evaluated by the review panel and describes all aspects of the project. What goes into this is described fully in the CAP announcement. It contains the project scope, expected benefits, technical approach, deliverables, experience, commitment to effort, organizational capacity, and resources. It is very important to read the CAP announcement to find the format to use and details that are required. If all the applications follow the same format they can be scored equitably which really aids the review process.

The CAP announcement contains the evaluation criteria for each category that will be used during the review.



## Required Proposal Components

### Budget Breakdown


This expands on the information provided in the SF-424A

#### Budget Items:

- ▶ Salaries and wages
- ▶ Travel/field expenses
- ▶ Other direct costs such as:
  - supplies
  - equipment
  - contracted services
- ▶ Indirect / overhead charges

***CAP Announcement contains the details***

Part of the Proposal Narrative is the detailed budget breakdown and it is required. This breakdown is in addition to the SF-424A budget form since it contains more details and explanations about the specific individuals, events, and materials that are needed for the project. The USGS requires this before an award can be made. The items include salaries, travel expenses, other direct costs such as supplies, equipment, and contracted services, and finally, indirect or overhead charges. Contracted services will need to be explained. The CAP Announcement contains an explanation and an example budget.

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## Required Proposal Components

### In-kind Resource Match

- ▶ In 2012 it varies from 30% to 50%
- ▶ Example:
  - \$40,000 Federal Funds = \$20,000 In-kind Funds
- ▶ The match should be what is reasonable for the accomplishment of project objectives
- ▶ What **cannot** be used:
  - funding from other Federal agencies
  - value of geospatial data holdings

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An important part of the budget breakdown is the in-kind match by the applicant. The 'In kind' match demonstrates the cooperative spirit of the program. This year the match is between 30% to 50%. To find the required match check the category in which you are applying. For a 50% match you will need to provide \$20,000 for \$40,000 requested in federal funding.

The match should be what is necessary and reasonable for the proper and efficient accomplishment of project objectives. A good test for this is to ask yourself: "Would it be necessary to buy the service or property in order to accomplish the project objectives, and is the cost or value reasonable for this purpose?"

The match should be verifiable from your records.

Funding that **cannot** be used as in-kind match includes funding from other Federal agencies and the value of geospatial data holdings.




## Required Proposal Components

### In-kind Resource Match (con't)

- ▶ What **can** be used:
  - salaries
  - cash/funds from non-federal contributors
  - contract support
  - equipment or software dedicated to the project
  - computer servers hosting data
  - student assistance fees
  - travel expenses
  - venue costs
  - production of outreach materials
  - indirect costs or overhead charges

Allowable expenses that can be used as in-kind match include salaries, cash from non-federal contributors, contract support, equipment or software dedicated to the project, computer servers hosting data, student assistance fees, travel expenses, venue costs, production of outreach materials, and indirect costs or overhead charges.

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## Proposal Components

### Additional Required Proposal Components

The required components are noted in the CAP announcement


- ▶ Letters of Support or Commitment
  - Partners, collaborators or project stakeholders
  - Geographic Information Council
  - GIS Coordinator
- ▶ Memoranda of Understanding or other formal agreements
- ▶ Negotiated Rate Agreement – State and university applicants

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There may be additional proposal components that are required. These will be noted in the CAP announcement – generally under the Commitment to Effort section. Common elements that may be required are Letters of Support and Memoranda of Understanding. These can come from project partners, collaborators, or stakeholders. Federal employees may not provide letters of support.

State and university applicants will need to provide their negotiated rate agreement which has do with indirect costs.



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## Proposal Components

### Optional Proposal Components

- ▶ Other supporting documents
  - Memoranda of Understanding
  - letters of support
  - letters of commitment
  - affirm leadership role
  - support statements made in the Proposal Narrative
  
- ▶ Resumes or Curriculum Vitae

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There are other items you can include with your proposal package if they directly support the proposal narrative. These could be organizational documents that affirm leadership role or level of support and commitment. In addition, resumes or Curriculum Vitae for the principal investigator or other key technical personnel can be included.



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## Proposal Components

Letters of support or commitment  
may **not**  
be provided by any Federal employee

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Recently I spoke with the USGS Ethics Officer and he confirmed that USGS Geospatial Liaisons and any other Federal employee may not provide letters of support or commitment. During the review period the FGDC is able to ask the liaisons and other appropriate Federal authorities to assess the proposals.

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Demonstration

Application package from [Grant.gov](http://www.grants.gov)

CAP Announcement

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Now I will demonstrate downloading the application package and we will look at the CAP announcement.

<Demo – downloading grants.gov application package>

1. Go to grants.gov
2. Click Find Grant Opportunities on the left side of the page
3. Click Basic Search
4. Find in the keyword search type NSDI CAP
5. Select the NSDI CAP which will display the synopsis page. You can select Full Announcement to see it. But now I will
6. Click Application button on the right
7. Click Download in the table
8. Then click and save application instructions and package to your computer
9. Now you are ready to start filling in the package.

<Demo open file oppG12AS20000-cfda15.809-cidG12AS20000.pdf >

Show buttons

- *Save & Submit*
- *Save*
- *Check Package for Errors*

In **SF 424** - Show field 8F, 15 and 17

Show **Project Narrative Attachment Form** – how to attach proposal and other supporting documents.

**Show SF 424-A** – Please, on page 2 use Column 1 for the Federal funds allocation and column 2 for the your in-kind match allocation.

Show **SF 424-B**

<Demo open file 2011\_NSDI\_CAP\_Announcement.pdf>

Now let us take a look at the CAP announcement. You can use the **table of contents** to find your way around the document. Everyone should read the **General Information** section and the category that you will be applying to. The details for the **budget breakdown are on page 9**. The format for the Proposal Narrative is given at the end of each category section and the scoring criteria for the reviews is included here.

On **page 77** there is a blank budget breakdown form you can use. This is the form required by USGS. An example budget is on page 78. You can see how the breakdown can be done. When there is a large budget item like in this example for \$19,000 contract services -- it need to be explained as it is here in the example.

Now back to the slides.

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## Summary of What to Submit

### Application Package

- ▶ SF-424 Application for Federal Assistance
- ▶ SF-424A Budget Information
- ▶ SF-424B Assurances–Non-Construction Programs
- ▶ Proposal narrative
- ▶ Budget Breakdown
- ▶ Other required documents
- ▶ Optional documents

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We have covered a lot of information. Here is a summary of the documents that make up an NSDI CAP application package.

- SF-424 Application for Federal Assistance form
- SF-424A Budget Information form
- SF-424B Assurances form
- Proposal Narrative
- Budget Breakdown
- Other required documents described in the announcement
- and optional supporting documents

And as I have said before please read the CAP Announcement carefully to determine specific category requirements.

Finally if possible please try to put the Narrative, budget breakdown, other required documents, and optional documents into a single PDF file and attach that to the application.

The slide features a blue header with the text "NSDI Cooperative Agreements Program Webinar" and "Submitting Your Proposal via Grants.gov". On the left, there is a logo for "fgdc" (Federal Geographic Data Committee) with the text "national spatial data infrastructure" below it. The main content area is white with a blue border and contains the following text:

### Submit the Completed NSDI CAP Application Package


- ▶ Click the submit button on the application package cover page
- ▶ Log in to Grants.gov using your username and password.
- ▶ Click the "Sign and Submit" button on the summary page
- ▶ Grants.gov tracking number will be provided
- ▶ Check for errors

At the bottom of the slide, there is a blue footer with the text "national spatial data infrastructure training program" on the left and the number "43" on the right.

Once you have completed the application package and you or your office have registered on Grants.gov you are ready to submit your NSDI CAP Application Package. First use the *Check Package for Errors* button and if no errors are returned use the submit button is located at the top of the application package cover page. This button will not work until you have completed all required forms, attached all required documents, and saved your application package.

After clicking the submit button a grants.gov login window will appear. This is where the AOR username and password is entered. Then click the "Sign and Submit" button on the summary page.

You will be given a Grants.gov tracking number at the bottom of this screen, as well as the submission's official date and time. You need to record the tracking number since this is the number that is used to track your application and I use this number too. Make sure to check for errors in the submission. If there are no errors then NSDI CAP application process is complete on your end.

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## Proposal Tracking

The status of a proposal can be checked in Grants.gov  
<https://apply07.grants.gov/apply/checkAppIStatus.faces>  
Help is at <http://www.grants.gov/assets/TrackingYourApplicationPackage.pdf>

Each submitted proposal receives a tracking number from Grants.gov

Grants.gov will provide emails

- submission was received
- submission was validated or there were errors
- USGS retrieved proposal



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You use the tracking number provided by Grants.gov to check on the proposal status on the Grants.gov web site. Grants.gov will provide emails when the submission is received, when submission is validated or if there are errors, and when USGS retrieves the proposal. It is critical that you make sure there were no errors in the submission.



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# Proposal Tracking

After the closing date of the CAP announcement status information from


Gita Urban-Mathieux  
burbanma@fgdc.gov

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After the closing date of the NSDI CAP announcement on Grants.gov which is January 24, 2012. I can provide status information.





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## Submitting Multiple Proposals

Organizations may submit proposals for more than one category.

- ▶ A separate application package is required for each category submission
- ▶ If an applicant receives awards in more than one category the projects will be combined into a single assistance award and the funding will be a combined total of all the awards.

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Your organization may submit proposals for more than one category but you will need to submit a complete and separate application package for each category submission.

If you receive awards in more than one category the projects will be combined into a single assistance award and the funding will be a combined total of all the awards. This will, hopefully, ease the burden of managing the awards on your end.


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## Help with Proposals

### Topic Development and Collaborative Resources

- ▶ Contact your USGS State Geospatial Liaisons  
<http://liaisons.usgs.gov/geospatial>  
*select 'Partnership Contact List' from upper banner*
- ▶ Review reports from past CAP recipients  
<http://www.fgdc.gov/grants>
- ▶ Contact the CAP category lead  
<http://www.fgdc.gov/grants/2012CAP/2012CAPDescriptions>
- ▶ Review a successful, past proposal



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At this point I bet you are wondering what help is available. A great place to start is with your USGS State Geospatial Liaison. They can be found via this link. Select “Partnership Contact List” from upper banner to find the liaison for your State.

Next you can check reports from past CAP recipients. They contain information that describes the work accomplished. These can be found on FGDC grants web pages.

You can also contact the CAP category lead who is listed on 2012 CAP description web page and in the announcement.

In addition, you could review a successful, past proposal. The best way to do this is to make direct contact with the CAP award recipient. Their contact information is included with their project information on the FGDC grants web site.



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## Proposal Review and Selection

1. Review proposals to ensure compliance to all requirements
2. Category Leads sets up Review Panels
3. Review Panel member reviews the assigned proposals individually
4. Scored proposals are given to FGDC Executive Director
5. Awarded proposals are announced

**2012 CAP Awards will be announced in March 2012**

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Once the NSDI CAP announcement closes all the application packages come to me and the Category Leads for the review process. They are reviewed to ensure compliance with all the requirements. The Category Leads set up the review panels that are comprised of subject matter experts. The proposals are reviewed individually using a score sheet. The scoring is based on the criteria and point allotment specified in the CAP Announcement under the Proposal Narrative. This is why it is important to follow the format given in the CAP announcement. The completed score sheets are preserved so that during and after the selection process they can be revisited at any time.

The scored and ranked proposals are given to FGDC Executive Director to make the final selections. The award announcements are made as soon as they are known and on a category by category basis. The review process takes 4 to 8 weeks and I expect the 2012 CAP awards to be announced in March 2012.


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## Proposal Selection Process

### Notification of Awards

- ▶ Both successful and unsuccessful applicants receive letters
- ▶ Selected projects are posted to the FDGC Web site



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Once the awards are determined I send letters to both the successful and unsuccessful applicants. For those that are not getting an award, the letter will provide some information about why the proposal was not accepted. I will post on the FDGC Web site a list of all the selected proposals.

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## Proposal Review and Selection

### Hints for Successful Proposals

- ▶ Address all criteria
- ▶ Provide all requested items and information
- ▶ Comply with proposal size/length limitations
- ▶ Observe CAP and category-specific funding restrictions
- ▶ Budget meets both project objectives and funding limits
- ▶ Clearly state the source and value of in-kind match

*Read the CAP Announcement thoroughly*



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Now for some hints for a successful proposal. First address all criteria in the CAP announcement and provide all the requested items and information. Comply with proposal narrative size and length limitations – 5 pages or 3000 words. Observe CAP and category-specific funding restrictions – no data collection or purchases. Check that your budget meets both project objectives and funding limits. Clearly state the source and value of your in-kind match.




### Hints for Successful Proposals (con't)

- ▶ Include Letters of Support from organizations indicated as project collaborators or prime benefactors
- ▶ Discuss how your organization will sustain the project outcomes after the CAP project ends
- ▶ Focus on partnerships with other organizations
- ▶ Discuss plans to share the project outcomes



Include Letters of Support or Commitment from organizations that are listed as project collaborators or prime benefactors. In your proposal narrative you should discuss how your organization will sustain the projects outcomes after the CAP project ends. Project sustainability is critical. Demonstrate your partnerships with other organizations. And finally, include information about plans to share the outcomes of the project at conferences, online, or through other venues.

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Summary

The NSDI CAP supports programs that

- Lead to sustainable projects
- Introduce and extend the NSDI
- Implement proven solutions
- Encourage partnerships
- Focus on infrastructure development

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Now we are coming to the end of my presentation. To summarize the purpose of the NSDI CAP is to support geospatial programs that lead to sustainable State/regional/community projects, introduce and extend the NSDI, implement proven solutions for metadata, standards, and Web services; encourage partnerships and leveraged resources; and focus on infrastructure development. It is not for data collection or GIS start-ups.

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**Important Web Sites**


**NSDI CAP Web site**  
<http://www.fgdc.gov/grants>

**Grants.gov Web site**  
<http://www.grants.gov/>

**Grants.gov Applicant Resources**  
[http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp)

**USGS Help for Grants.gov**  
<http://www.usgs.gov/contracts/grants/grantsgov.html>

**2012 NSDI CAP FAQ page**  
[http://www.fgdc.gov/grants/2012CAP/FAQ\\_2012NSDICAP](http://www.fgdc.gov/grants/2012CAP/FAQ_2012NSDICAP)



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Throughout the presentation I have mentioned several useful web sites. This is a summary of them.

The first is the NSDI CAP Web site. It contains contact information for me and the Category Leads, current and past CAP announcements, CAP administration guidance, information about previous awards, and schedules for proposal submissions.

Next is the Grants.gov Web site that is the centralized site for Federal Government grant and cooperative agreements programs.

The 3<sup>rd</sup> site is applicant resources located on Grants.gov. It includes links for animated tutorials, FAQs, user guides, and check lists.

The USGS via the 4<sup>th</sup> link provides help for getting started with Grants.gov.

These and other helpful links are posted on the FGDC web site under the 2012 NSDI CAP FAQ page.



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## Conclusion

Successful submittal of an NSDI CAP proposal requires:

- ▶ Advanced planning and registration
- ▶ Careful review of the CAP Announcement
- ▶ Collaboration and partnership
- ▶ Demonstrated capabilities

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So in conclusion the successful submittal of an NSDI CAP proposal requires advanced planning and registration on Grants.gov, careful review of the CAP Announcement, proof of collaborations and partnerships, and demonstration of capabilities.

As the NSDI CAP Coordinator I am available to help you as much as I can in the process. I appreciate your attention to this presentation.

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Finally ....

Get to work!!!



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Now I hope you are ready to start your NSDI CAP application. But before we end, I have a simple poll question and then we will respond to some of your questions.

*A Man Writing a Letter*, c. 1664–1666, Gabriel Metsu from <http://www.nga.gov/exhibitions/2011/metsu/fullscreen.shtm>



The slide features a blue header with the text "NSDI Cooperative Agreements Program Webinar" and "Poll Question". On the left, there is a logo for "fgdc" (Federal Geographic Data Committee) with the text "national spatial data infrastructure" below it. The main content area is white and contains a poll question and a list of five response options. At the bottom, there is a blue footer with the text "national spatial data infrastructure training program" on the left and the number "56" on the right.

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**Poll Question**

The information presented in this webinar will help me develop and submit an NSDI CAP proposal.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree

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Vaishal are you ready with the poll question? Please response to this statement “The overall experience of this webinar training was positive. 1 is strongly disagree, 2 is Disagree, 3 is Neutral, 4 is Agree, and 5 is strongly agree. We will give you a minute or so to respond.

The poll is now closed. I will be glad to get any comments or suggestions you have about this webinar, so please send me an email. Now we can move to questions and answers.

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Questions

**Questions?**

Gita Urban-Mathieux - [burbanma@fgdc.gov](mailto:burbanma@fgdc.gov)

**2012 NSDI CAP FAQ page**

[http://www.fgdc.gov/grants/2012CAP/FAQ\\_2012NSDICAP](http://www.fgdc.gov/grants/2012CAP/FAQ_2012NSDICAP)



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I will try to respond to as many as I can. If there are any we cannot get to or need to do further research I will post these on the web site later under FAQ.

Thanks to Vaishal Sheth for his support running this webinar and thank you for your time and attention.