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National Spatial Data Infrastructure Cooperative Agreements Program

An introduction to the program and how to submit a proposal

2010 Webinar
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fgdc
FederalGeographicDataCommittee

Script for 2011 NSDI CAP Webinars (hosted Oct 28, 2010 and Nov 2, 2010)

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 this presentation. We are both members of the Federal Geographic Data Committee or FGDC. I expect the presentation to last about an hour.

We request that you all put your phones on mute to minimize any possible disturbances.

I have set aside time at the end of the presentation for questions and answers. 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.

On this slide is the agenda for the Webinar. I will be describing the purpose of the NSDI CAP and how to submit a proposal via Grants.gov. So let's get started.

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, the NSDI Cooperative Agreements Program is an annual program with the purpose of assisting the geospatial data community in implementing the components of the NSDI through funding and support services from FGDC personnel. It is sponsored by the FGDC that 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 US digital geographic information resources.

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.

What NSDI CAP is Not

The NSDI CAP does <u>not</u> support projects that are:

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

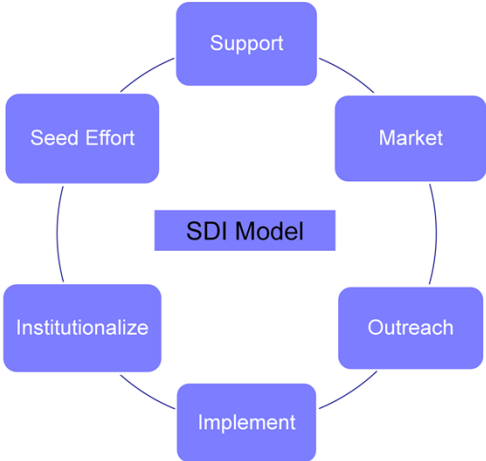national spatial data infrastructure training program

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The program does not fund data collection or 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 of limited value to other stakeholders.

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.

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

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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 daily business of the project.

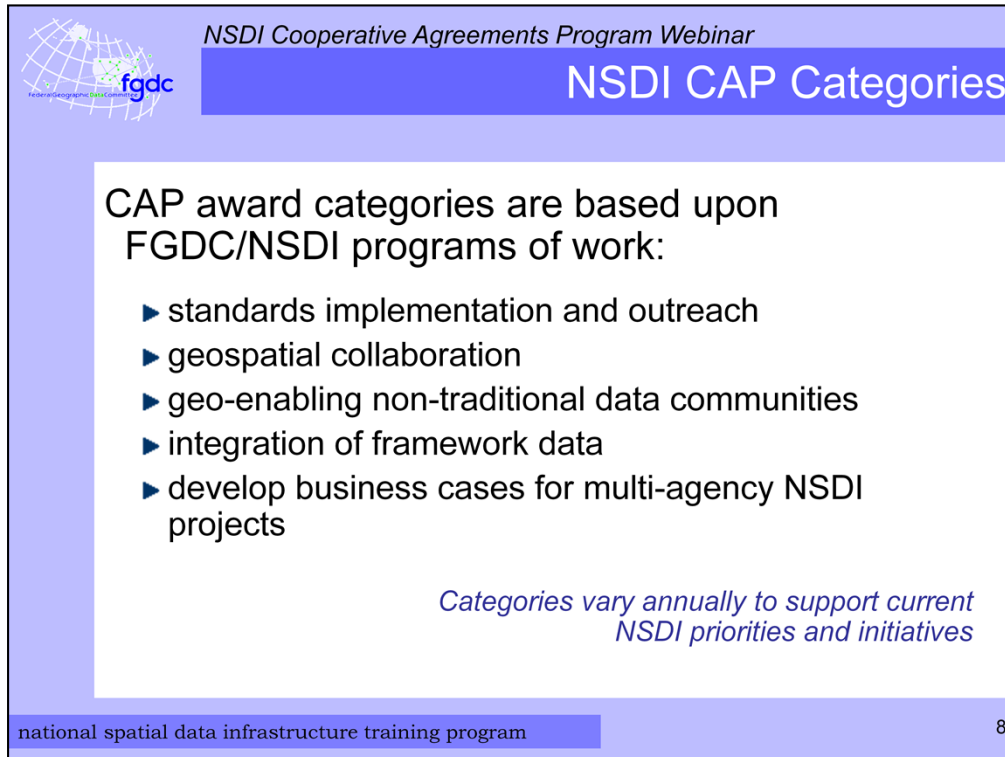The NSDI CAP is open to any organization except the Federal Government. Through the years the FGDC has made awards to State governments, local governments, Tribal governments, consortia of organizations, educational institutions, commercial businesses, and nonprofit organizations.

NSDI CAP Categories

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

- ► standards implementation and outreach
- ► geospatial collaboration
- ► geo-enabling non-traditional data communities
- ► integration of framework data
- ► develop business cases for multi-agency NSDI
  projects

*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.

NSDI CAP Categories

2011 NSDI CAP Categories	Award Amount	In-kind Match	Approx Number of Awards
Category 1: Metadata Trainer and Outreach Assistance	$25,000	50%	4
Category 2: FGDC-endorsed Standards Implementation Training and Outreach	$25,000	50%	2
Category 3: Fifty States Initiative: Strategic and Business Plan Development	$50,000	50%	2
Category 4: Fifty States Initiative: Business Plan Development and Implementation	$40,000	50%	8
Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects	$60,000	50%	3
Category 6: FGDC Standards Development Assistance	$25,000	50%	2

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In 2011 there are six categories and they are listed here.

Category 1 is Metadata Trainer and Outreach Assistance. This category provides assistance to organizations with NSDI expertise and experience in helping other organizations with the training and implementation of metadata. Up to 4 awards may be made with each project getting up to $25,000.

Category 2 this year is FGDC-endorsed Standards Implementation Training and Outreach. It is similar to Category 1. Its goal 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 3 the Fifty States Initiative for Strategic and Business Plan Development has been around for the past several years and this year will most likely be the last year since nearly all 50 States have received an award. The purpose of this category is to enable States to develop and implement statewide strategic and business plans that will facilitate the coordination of programs, policies, technologies, and resources that enable the all aspects of geospatial information coordination in the State. Up to 2

awards may be made with each project getting up to $50,000.

Category 4 is the follow-on the Fifty States Initiative I just discussed. The awarded projects in this category will develop and implementation statewide business plans that advance the statewide spatial data infrastructure or the NSDI while increasing Federal involvement in statewide geospatial planning and implementation activities. I expect up to 8 awards may be made with each project getting up to $40,000.

Category 5 will award Return on Investment or ROI Methodology and Business Case Development for Multi-agency NSDI Projects. Its purpose is to assist the development of financial business cases for collaborative spatial data infrastructure projects to gain a better understanding of the cost and more importantly the benefits of SDI projects. Up to 3 awards may be made with each project getting up to $60,000.

Last is category 6 which will make awards to projects that will assist organizations in the development of standards registered in the FGDC standards program of work. Up to 2 awards may be made with each project getting up to $25,000.

All the recipient organizations will need to contribute at least 50% of the award amount as an in-kind match. I will discuss in-kind matches later.

For more information about the categories please read the 2011 NSDI CAP announcement that is posted on Grants.gov. A copy is also available on the FGDC Web site.

CAP Funding

CAP funds can be used to support:
- ▶ salaries and wages
- ▶ training
- ▶ travel
- ▶ labor
- ▶ software
- ▶ *limited* equipment purchases
- ▶ fees for consultants, facilitators or recorders
- ▶ publication costs

The award funds can be used to for salaries and wages of the project personnel; training, travel; software; *some* equipment purchases; fees for consultants, facilitators, or recorders; and publication costs.

CAP Funding

CAP funds cannot be used to support:

- ▶ data collection
- ▶ data purchases
- ▶ *some* equipment purchases

CAP dollars cannot be used to support data collection or data purchases. The limitation on equipment purchases will be noted in the CAP announcement under the individual categories. And if equipment purchase is allowed the equipment needs to be dedicated to the project both during the project and in follow on work.

This year in categories 1 and 2 there is a note that computers and software are not allowable expenses.

And a final note about the funding. The performance period for all projects is limited to one year. Many recipients - and I agree - that it would be extremely helpful to allow for a longer performance period but USGS regulations do not allow this - unfortunately.

<Demo – Show how to find announcement in Grants.gov and on the FGDC web site.>

As I mentioned the 2011 NSDI CAP announcement can be found on Grants.gov and on the FGDC Web site. To find it on Grants.gov click on "Find Grant Opportunities", select the first search button, and search for CFDA number 15.809.

On the FGDC Web site it is located in the Grants section. There is a link to the PDF version of the announcement and the application package on Grants.gov.

Also the links I will mention in this presentation are available on the FAQ page for the NSDI CAP that is part of the 2011 CAP page.

Now back to the slides. All proposals must be submitted electronically via Grants.gov by the closing date which is January 6, 2011. Please do not send any hardcopies or softcopies via email. There is help on the USGS Web site, this link and other links in the presentation can be found on the CAP FAQ page that I just showed.

CAP Proposal Submission

Steps for submitting a proposal application package:

1. Register with Grants.gov **NOW** at:

   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 with careful attention to CAP and category specific requirements

3. Submit package via:

   http://www.grants.gov/

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There are 3 basic steps 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 with careful attention to CAP and category specific requirements.

3. Submit 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/

GRANTS.GOV℠

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If you do not already know this Grants.gov is a centralized location to explore, access, and apply to U.S. federal government grant and cooperative agreement opportunities.

Submitting Your Proposal via Grants.gov

Step 1: Access your DUNS Number

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

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

Now I will explain in depth the procedures for using Grants.gov to submit your CAP application. Please bear with me since this is not the most exciting information. First, your organization will need 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 over 100 million businesses worldwide. If your organization does not already have a DUNS Number you or the appropriate person in your office will need to request one from the Dun and Bradstreet web site http://www.dnb.com/.

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Submitting Your Proposal via Grants.gov

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

CCR is the primary registrant database for U.S. Federal agency acquisition missions

- ▶ Your organization must be registered and an E-Business Point of Contact (POC) designated
- ▶ Application must be submitted by the person identified as an Authorized Organization Representative (AOR) by the E-Business POC
- ▶ More information is available from: http://www.ccr.gov

The next step is to register with the Federal Central Contract Registry or CCR. The CCR is the primary registrant database for U.S. Federal agency acquisition missions. Your organization must be registered and an E-Business Point of Contact designated. The person submitting the application in Grants.gov must be identified as an Authorized Organization Representative.   More information is available at the CCR web site, http://www.ccr.gov.

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Submitting Your Proposal via Grants.gov

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
- ► Provide the CFDA Number, '**15.809**' to access the NSDI CAP application package
- ► Need correct version of Abobe Reader
  - • App to test your version at
    http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp

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While you are waiting for your DUNS number and CCR registration 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 Abobe Reader to complete the forms.   On the Grants.gov web site there is an app that can test your version Abobe Reader. A link to this app is on the CAP FAQ page. There is also the PureEdge Viewer that can be used for completing the application.

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Submitting Your Proposal via Grants.gov

Step 4: Complete the NSDI CAP Application Package

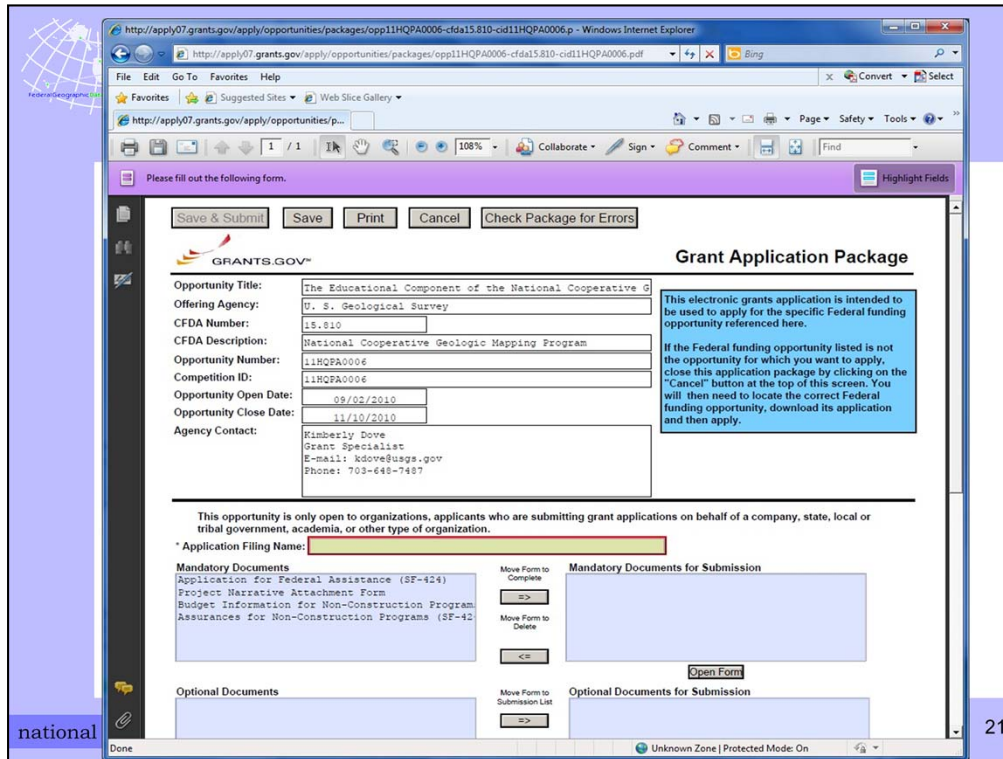Complete the application on your own computer

- ▶ 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
- ▶ The package cannot be submitted until all required fields have been completed
- ▶ A narrated tutorial on how to complete a application package is provided at:
  http://www.grants.gov/applicants/apply_for_grants.jsp

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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 tutorial on how to complete an application package on the Grants.gov web site.

Here is an example of the application package cover sheet. I will come back to this in a moment.

Submitting Your Proposal via Grants.gov

Step 5: Register on Grants.gov

- ▶ Set up username and password for application submission
- ▶ Complete information is available at
  http://www07.grants.gov/applicants/organization_registration.jsp
- ▶ Will need your organizations DUNS Number
- ▶ You will need to know who is
  - Authorized Organization Representative – AOR
    - it could be you
  - E-Business Point of Contact – E-Biz POC

GRANTS.GOV

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Once you have a DUNS number it is time to register on Grants.gov. There are complete instructions for this on Grants.gov at the link listed here. The critical thing to know is who is your Authorized Organization Representative or AOR. The AOR creates a username and password to serve as an "electronic signature" when submitting the application on behalf of their organization.

You will also need to know who is your E-Business Point of Contact or E-Biz POC. This person approves an AOR which gives the AOR permission to submit applications.

You can do this step while you are preparing your proposal narrative.

NSDI Cooperative Agreements Program Webinar

Submitting Your Proposal via Grants.gov

Step 6: 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

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Once you have received your DUNS number, CCR registration, registered on Grants.gov, completed the required forms and proposal narrative you are ready to submit your NSDI CAP Application Package. 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. This completes the process to submit a CAP application package.

Proposal Components

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)

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Now let us review the required documents that make up NSDI CAP application package. There are 3 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. The format for these documents is PDF.

Proposal Components

Summary of Optional Components
- ▶ Letters of Support
- ▶ 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, related reports, other supporting documents, or resumes or Curriculum Vitae. Again, the format for these documents is PDF. If there is a scanned document can be in TIF or JPEG. It is best not to add too many supporting documents and overwhelm the reviewers.

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

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.

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

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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 since they will receive all the project correspondence.

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

The start and end dates for the project go into 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, 2011.

Required Proposal Components

Application for Federal Assistance SF-424 forms

▶ SF424-A: Budget Information for Non-Construction Programs

▶ SF424-B: Assurances for Non-Construction Programs

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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. Note that on page 2 Column 1 is for Federal funds allocation and column 2 is for the of applicant's in-kind match allocation.

The form SF 424-B: 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.

<**Demo** – downloading grants.gov application package>

Now I will demonstrate downloading the application package.

1. Go to grants.gov
2. Click Find Grant Opportunities on the left side of the page and Click Basic Search
3. Find CFDA number 15.809
4. Select the NSDI CAP

5. Click Application button on the right

6. Click Download in the table

7. Then click and save application instructions and package to your computer

8. Now you are ready to start filling in the package.

<**Demo** open file opp11HQPA0011-cfda15.809-cid11HQPA0011.pdf>

Show buttons

- *Save & Submit*

- *Save*

- *Check Package for Errors*

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

Show SF 424-A

Show SF 424-B

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

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 and resources

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Back to the slides. Now I will focus on the narrative and other supporting documents.

The Proposal Narrative is the primary document to be evaluated by the review panel and describes all aspects of the project. What goes into this is described fully the CAP announcement. It contains the project scope, expected benefits, technical approach, deliverables, experience, commitment to effort, and organizational capacity and resources. It is very important to read the CAP announcement to find the format to use and details that are required. It helps the review process if all the applications look the same since it means they can be scored equitably.

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 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. Again complete information is in the CAP Announcement.

Required Proposal Components

In-kind Resource Match

- ► In 2011- 50% for all categories
- ► Can be used:
  - salaries
  - funds from non-federal contributors
  - hardware and/or software dedicated to the project
  - indirect costs
- ► Cannot be used:
  - funding from other Federal agencies
  - value of geospatial data holdings (some exceptions)

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 50% for all six categories. This means that if the requested federal funding is $40,000 and in-kind match needs to be $20,000. Funding that can be used as In-kind Match include salaries of folks working on the project; funds from non-federal contributors; hardware or software dedicated to the project, and indirect costs.

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

Proposal Components

Additional Proposal Components

- ► Letters of Support
  - collaborators and/or project stakeholders
  - USGS State Geospatial Liaison
  - may be *required* for Categories focused on partnership and collaboration
- ► Negotiated Rate Agreement – State and university applicants

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There may be additional proposal components that are required and these will be noted in the CAP announcement. A common element that may be required are Letters of Support that could come from collaborators, stakeholders, or USGS State Geospatial Liaisons. State and university applicants will also need to provide their negotiated rate agreement which has do with indirect costs.

Proposal Components

Optional Proposal Components

- ▶ Other supporting documents
  - ▪ 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 letters of commitment. In addition, resumes or Curriculum Vitae for the principal investigator or other key technical personnel can be included.

Proposal Components

Category-specific Requirements

Each CAP Category may require specific proposal components.

For example

► *Category 1: Metadata Trainer and Outreach Assistance* is not open to institutions that have received a Metadata Trainer and Outreach Assistance CAP award within the past 3 years.

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In the CAP announcement you will need to look for any category-specific requirements. For example this year category 1 Metadata Trainer and Outreach Assistance is not open to organizations that have received a Metadata Trainer and Outreach Assistance CAP award within the past 3 years. The applicant can still apply in one of the other categories.

<**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. The scoring that will be used in the review is listed with each of the proposal topics.

On page 76 there is a blank budget form you can use. An example budget is on page 77. 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 and here is an example of a paragraph describing how the funds with be used.

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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I realize that I've covered a lot of information. So here is a summary of the documents that will 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 the application requirements specific to a category.

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.

NSDI Cooperative Agreements Program Webinar

Help with Proposals

Topic Development and Collaborative Resources

► Contact your USGS State Geospatial Liaisons
   http://liaisons.usgs.gov/geospatial
   select 'Partnership Network' from top banner

► Review reports from past CAP recipients
   http://www.fgdc.gov/grants

► Contact the CAP category lead
   http://www.fgdc.gov/grants/2011NSDICAP/2011CAPDescriptions

► Review a successful, past proposal

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Now we have completed going through how to apply for an NSDI CAP award and I bet you are wondering what help is available to you. A great place to start is with your USGS State Geospatial Liaison. They can be found via this link. Select 'Partnership Network' from top banner to find your liaison.

Next is 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 in listed on 2011 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.

Proposal Tracking

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

The status of a proposal can be checked in Grants.gov

https://apply07.grants.gov/apply/checkApplStatus.faces

Also see

http://www.grants.gov/assets/TrackingYourApplication
Package.pdf

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Once you have completed and submitted your application you will get a tracking number from Grants.gov which I also use.

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. You can go to this web site to get the status of a proposal. It is critical that you make sure there were no errors in the submission.

Proposal Tracking

After the closing date of the CAP announcement status information from

Gita Urban-Mathieux

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After the closing date of the NSDI CAP announcement on Grants.gov which is January 6, 2011 I can provide status information.

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

2011 CAP Awards will be announced in February or March 2011

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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 exact 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 awards 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 2011 CAP awards to be announced in February or March 2011.

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 via the US postal system 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

fgdc

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.

Proposal Review and Selection

fgdc

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
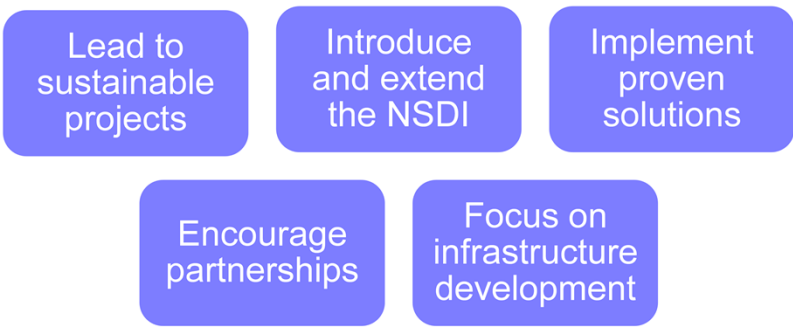- ► Discuss plans to share the project outcomes

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Just a few more hints. 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.

So now we are coming to the end of my presentation and I hope you are still awake and somewhat alert. To summarize the purpose of the NSDI CAP is to support 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.

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.

There is an Animated Overview of Grants.gov at the 3rd site. It provides an overview of functions and use.

And the USGS provides help at this page for getting started with Grants.gov.

These and other helpful links are posted on the FGDC web site under the 2011 NSDI CAP FAQ page.

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, 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.
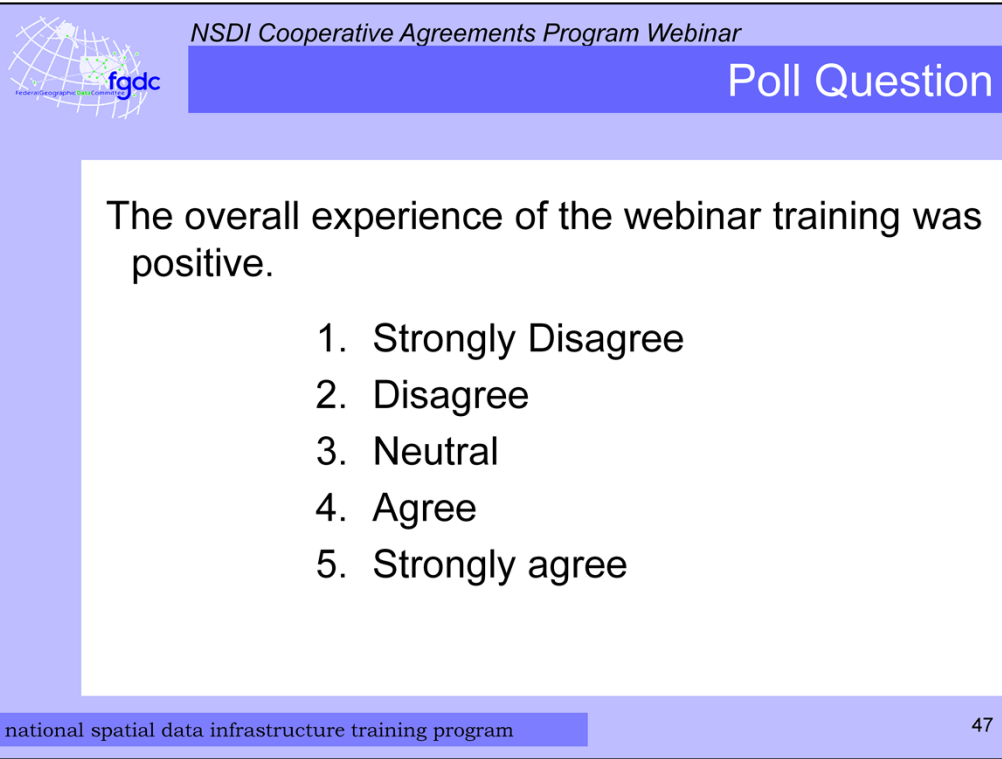
NSDI Cooperative Agreements Program Webinar

Finally ....

Get to work!!!

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Now get to work --- but before you do I have a simple poll question and we also have time to answer your questions.

Vintage photo of work crew with pick axes from
http://www.usda.gov/oc/photo/00di0877.htm

Poll Question

The overall experience of the webinar training was positive.

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 and 5 is strongly agree. We will give you a minute or so to respond.

The poll is now closed and we can move to questions and answers.

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.

Thank you for your time and attention.