

Please note that changes have been made to this announcement on 12/9/2009. See changes in red on page 69.

Please note that changes have been made to this announcement on 12/2/2009. See changes in red on pages 27, and 28.

2010 National Spatial Data Infrastructure Cooperative Agreement Program



Program Announcement Number **10HQPA0011**
CFDA Number: 15.809
OMB Control Number 1028-0084, Expiration Date 1/31/2012

For Fiscal Year 2010

Issue Date: October 16, 2009

CLOSING DATE & TIME:

January 7, 2010, 2:00 pm EDT

PAPERWORK REDUCTION ACT STATEMENT: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being conducted for the National Spatial Data Infrastructure Cooperative Agreements Program (NSDI CAP) to receive and review proposals to acquire funding for projects to help build the infrastructure necessary for the geospatial data community. The estimated burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Direct comments regarding the burden estimate or any other aspect of this collection of information should be directed to: Information Collection Clearance Officer, U.S. Geological Survey, 2150-C Centre Avenue, Fort Collins, CO 80525. OMB ICR Reference Number: 200802-1028-002.

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For all technical questions about applying through Grants.gov, call the Grants.gov Help Desk at: 1-800-518-GRANTS

For questions concerning this Program Announcement, call Ms. Desiree Santa, Grant Specialist, at (703) 648-7382 or via email at dsanta@usgs.gov.

National Spatial Data Infrastructure - Cooperative Agreements Program (NSDI - CAP):
OMB Control Number 1028-0084, Expiration Date 1/31/2012.

**2010 National Spatial Data Infrastructure
Cooperative Agreements Program (NSDI CAP)**

Program Announcement Number 10HQPA0011

Introduction and General Information

I. Description of Award Opportunity

The purpose of the National Spatial Data Infrastructure Cooperative Agreements Program (NSDI CAP) is to fund innovative projects in the geospatial data community to build the infrastructure necessary to effectively discover, access, share, manage, and use digital geospatial data.

The NSDI consists of the technologies, policies, organizations, and people necessary to promote cost-effective production, ready availability, and greater utilization of geospatial data among a variety of sectors, disciplines, and communities. Specific NSDI CAP areas of emphasis include: documenting, implementing, and providing outreach for FGDC geospatial standards including metadata; expanding geographic information coordination across and between organizational levels; promoting geospatial best practices; advancing geospatial related Web services; framework development; and clearinghouse establishment. The results of the awarded projects benefit multiple federal agencies as well as the overall geospatial community.

Since 1994, the Federal Geographic Data Committee (FGDC), hosted by the U.S. Geological Survey's National Geospatial Program (NGP), has awarded projects that advance the NSDI in partnership with the geospatial community.

A. Fiscal Year (FY) 2010 NSDI Cooperative Agreements Program

A total of \$1,320,000 in funds is available for the FY 2010 assistance award program. The projects will be funded for one year. Award notification will be made February 2010. Project work must commence no later than September 30, 2010 (the end of the 2010 Federal fiscal year). Start dates on or after October 1, 2010 are not authorized under this announcement. The Government's obligation under this program is contingent upon the availability of funds.

B. Summary of 2010 CAP Award Categories

Category 1: *Metadata Trainer and Outreach Assistance* provides support to organizations with NSDI knowledge and experience to assist others in geospatial metadata implementation. Implementation projects may include the development of training materials in coordination with the NSDI Training Program and/or training delivery via workshops, presentation, or online applications with an outreach component which includes but not require a presentation at a local, regional, or national conference. Outreach specific projects include the development/enhancement of informative, collaborative or promotional websites, networks, documents, applications. Special consideration will be given those projects that target managers and non-traditional

geospatial communities and those that utilize social bookmarking, wiki's, and other Web 2.0 innovations. This category will award up to 4 cooperative agreements of up to \$25,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 2: *Framework Data Exchange through Automated Geo-Synchronization*

A synchronization service is required to coordinate the publishing, availability, and access to Framework data content among local, state, and national data partners. The objective of this category is to promote and facilitate the exchange of standardized framework data between state and national data stores through a synchronization service that uses common data models, services, and addresses the governance challenges required to enable automated data exchange. A key framework data theme of interest for this category is hydrography, other nationally significant dynamic framework data themes will also be considered. This category will award up to 3 cooperative agreements of up to \$50,000 each with the recipient matching 100% of the award with funding or in-kind services.

Category 3: *Fifty States Initiative: Strategic and Business Plan Development*

Projects in the category will develop and implement statewide strategic and business plans that will facilitate the coordination of programs, policies, technologies, and resources that enable the coordination, collection, documentation, discovery, distribution, exchange and maintenance of geospatial information in support of the NSDI and the objectives of the Fifty States Initiative Action Plan. This category will award up to 5 cooperative agreements of up to \$50,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 4: *Fifty States Initiative: Business Plan Development and Implementation*

Projects in this category will develop and implement statewide business plans that will facilitate the alignment of federal agencies with statewide geospatial planning activities that advance the NSDI. This category will award up to 9 cooperative agreements of up to \$30,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 5: *Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects*

Statewide geospatial initiatives generally require the planning and participation of multiple agencies in order to reap the desired benefits, yet representatives of disparate agencies will have varied understanding of financial analysis for projects. This cooperative effort would provide training in ROI methodology to participating agencies, through a series of webinars, a two-day kick-off workshop and follow-up evaluations of project progress, designed to facilitate project decision making based on the development of a detailed business case comprised of costs and benefits to the individual agencies. Ongoing support would be provided to agencies as they develop their financial analysis, with the business case for the multi-agency project provided as a final report in text and spreadsheet format. The methodology presented would leverage multi-agency financial analysis methodology previously developed by FGDC in cooperation with Geospatial

Information Technology Association (GITA). The deliverables are an ROI case study describing the project, including the details of collecting metrics to support the financial analysis; completed ROI spreadsheets for individual participating agencies; financial analyses summary, and a multi-agency business case for the project comprised of the rollup from all individual spreadsheets as well as analysis of tangible and strategic benefits of the project. This category will award up to 2 cooperative agreements of up to \$50,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 6: *FGDC Standards Development and Implementation Assistance and Outreach* will provide funding to organizations to assist in the development of and/or implementation of standards in the FGDC standards program of work other than those for metadata (see Category 1 above) and the U.S. National Grid. This category will consist of a total of four cooperative agreements that can provide support that will assist in advancing a draft standard through the FGDC standards process, implementing an FGDC-endorsed standard, or enhancing adoption of the Geospatial Data Model.

PART 1: The first two cooperative agreements will focus on existing FGDC standards or FGDC standards in development. In many cases, there are few, if any, materials that can be used to guide others when implementing an FGDC-endorsed standard in their organization. Without materials that document best practices, provide experienced advice, and new techniques, an implementing organization has a steep learning curve. These two cooperative agreements can provide materials that provide step-by-step assistance, or at least, a roadmap for implementing FGDC-endorsed standards. Two cooperative agreements of up to \$25,000 each, with the recipient matching 50% of the award with funding or in-kind services, will be awarded.

PART 2: The latter two cooperative agreements will focus on the Geospatial Data Model (GDM). The GDM was developed to support geospatial interoperability and information sharing among federal, state and local entities. To promote the adoption of the GDM as a standard across the homeland security community this cooperative agreement will allow users to transition their existing model into a GDM conformant data model or use the GDM to implement a standards based model as the basis for sharing data. Two cooperative agreements of up to \$50,000 each, with the recipient matching 50% of the award with funding or in-kind services, will be awarded.

Category 7: *Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government*

The vision for the NSDI includes the integration of all levels of government including the processes for local data to feed into State holdings, which then feed into Federal programs such as *The National Map*. This category will support the further development and documentation of partnerships and processes to implement this nested approach for one or more data themes of NSDI using *The National Map*. This category will award up to 4 cooperative agreements of up to \$75,000 each with the recipient matching 50% of the award with funding or in-kind services.

II. Award Information

Under the 2010 CAP program, a total of not to exceed \$1,320,000 is available for funding. Approximately 31 awards are anticipated.

CAP Award Categories	Award Amount	In-kind Match	Approximate Number of Awards
1. Metadata Trainer and Outreach Assistance	Up to \$25,000	50%	4
2. Framework Data Exchange through Automated Geo-Synchronization	Up to \$50,000	100%	3
3. Fifty States Initiative: Strategic and Business Plan Development	Up to \$50,000	50%	5
4. Fifty States Initiative: Business Plan Development and Implementation	Up to \$30,000	50%	9
5. Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects	Up to \$50,000	50%	2
6. FGDC Standards Development and Implementation Assistance and Outreach	Up to \$25,000 or Up to \$50,000	50%	4
7. Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government	Up to \$75,000	50%	4

This assistance is provided through a *cooperative agreement*, which is neither a contract nor a grant. As a cooperative agreement, there will be *substantial involvement* on the part of the FGDC and the NGP with the recipient's organization to promote the objectives of the program, monitor progress, and agree on milestones and accomplishments for work performed as part of this agreement. The FGDC will manage all queries, technical resources, and assistance requests.

Note on Method of Payment: Until April 1, 2010 the U. S. Geological Survey (USGS) is using the Health and Human Services (HHS) Payment Management System (PMS) to provide electronic invoicing and payment for recipients of assistance awards. After April 1, 2010 the USGS will use the Department of the Treasury Automated Standard Application for Payments (ASAP) to provide electronic invoicing and payment for assistance award recipients.

The FGDC provides, through its Web site (<http://www.fgdc.gov>), a wide range of information on Geospatial One-Stop, metadata, clearinghouse, and standards, as well as

contact information for the FGDC and its participating organizations at the national, State, and local level. Also included is information on metadata trainers, training opportunities, and NSDI news. The FGDC will attempt to address all queries and assistance requests, including referral to suitable software solutions and subject matter experts.

III. Applicant Eligibility

1. State or local government, academia, private sector, non-profit and Tribal organizations, as well as consortia of organizations, may apply. Only entities from the United States of America can receive NSDI CAP awards.
2. To demonstrate the long-term sustainability of project outcomes, an in-kind resource match on the part of the applicant is required for all projects.
3. Organizations may submit proposals for more than one category if the applicant meets eligibility requirements. However, a complete and separate application package is required for each category submission.
4. There are restrictions on institutions that have received a NSDI CAP award within the past three years. Please see award category for specific eligibility information.

IV. Application and Submission Information

A. Proposal Submission Requirements

All applicants are **required** to submit the proposals using the Federal Government's <http://www.grants.gov> Web site for electronic submission.

Applications must be submitted no later than **January 7, 2010 at 2:00 p.m. EDT**. A proposal received after the closing date and time will not be considered for award. If it is determined that an application will not be considered because it was late, the applicant will be so notified immediately.

Please be aware that the electronic submission system is relatively complex for first-time users and involves several preliminary steps to be taken before the proposal information can actually be submitted (go to <http://www.grants.gov/> and click on the "Get Registered" tab in the red Applicants section on the left side of the page for the steps). Be advised that it is nearly impossible to begin the process of electronic submission for the first time if you start just a few days before the due date. If you are from a university, contact your Office of Sponsored Programs since they may already have completed the registration process and should work with you to submit the application. Instructions for the registering on Grants.gov are available at <http://www.usgs.gov/contracts/grants/grantsgov.html>.

Documents and Forms to submit:

- Standard Form 424 Application for Federal Assistance

- Mandatory form provided in grants.gov. The person who electronically submits the SF-424 must have the authority to bind the organization to the terms of the assistance award.
- Standard Form 424A Budget Information Non-Construction Programs
 - Mandatory form provided in grants.gov
- Standard Form 424B Assurances Non-Construction Programs
 - Mandatory form provided in grants.gov
- Project narrative - Mandatory
- Detailed budget breakdown - Mandatory
 - Attach to project narrative. See attachment C as a format guide. You may create your own budget sheet with the same format that has more lines for needed itemization. Please read **Section IV. D.** “Budget Breakdown Attachment” for more information. The information provided in this document expands on the information provided in the SF-424A and is required if the proposal is awarded.
- Negotiated Rate Agreement
 - Most States and universities have an indirect cost rate agreement. They are usually titled “State and Local Rate Agreement” or “Colleges and Universities Rate Agreement.” The document provides the rates approved for use on grants, contracts, and other agreements with the Federal Government. It is basically the documentation that is used that determines the indirect cost rate that is listed in project budget. Some may have an individual audit agency review and provide an agreement. This should be included as an attachment at the end of the project narrative.
- Mandatory or other optional documents such as letters of support or maintenance authority – See the category description for more details. It is preferred that these are pasted together and submitted as a single file.

All documents should be converted to PDF format.

Please arrange your project narrative and attachments according to the format provided in the category descriptions below. It is preferred that narrative, budget breakdown, and other supporting documents be submitted in a single file. Following the requested format will ensure that every proposal contains all essential information and can be evaluated equitably.

Letters with signatures should be scanned. If this is not possible letters should be mailed or faxed to the NSDI CAP Coordinator, MS 590 National Center, Reston, VA 20192, Fax number: 703-648-5755.

B. Completing Proposal Forms

The electronic submission process is accomplished using software that is downloaded to your computer free of charge. Information and download links are available at http://www.grants.gov/help/download_software.jsp

1. SF-424 Application for Federal Assistance

Follow instructions provided with SF-424. All blocks in yellow must be filled out or the application submission will be rejected by grants.gov. In addition please note the below:

Item 2. Type of Application - **New**

Item 11. Catalog of Federal Domestic Assistance Number - **15.809. Title - National Spatial Data Infrastructure Cooperative Agreements Program**

Item 15. Descriptive Title of Applicant's Proposal - Please preface your proposal's unique title (e.g. Missouri metadata outreach) with "**2010 CAP - Category N**" where N is the specific award category 1, 2, 3, 4, 5, 6 or 7.

Item 17. Proposed Project Start and End Dates – The start date can be anytime prior to September 30, 2010. If a date is listed below for the CAP orientation workshop it should be considered when selecting the start date. The end date needs to one year after the start date.

Item 19. Is Application Subject to Review By State Under Executive Order 12372 Process? **Select C.** Program is not covered by E.O. 12372. (CDFA #15.809 is not covered by this order, see http://12.46.245.173/pls/portal30/CATALOG.EXE_12372_RPT.show)

2. SF-424A Budget Information

Follow instructions provided with SF-424A. In addition please note the below:

Fill out Section B - Budget Categories

In Column 1 indicate cost category allocation of Federal funds.

In Column 2 indicate cost category allocation of applicant in-kind match.

Please note that detailed budget information is mandatory and goes in the Budget Breakdown Attachment that can be found in attachment C of this document. Instructions to complete this document are in **Section IV. D.** "Budget Breakdown Attachment".

3. SF-424B Assurances – Non-Construction Programs

Please read the form which will be pre-populated with the authorized representative information from Grants.gov at the point of submission.

C. Project Narrative

The applicant's project/proposal narrative is the primary evaluation document that is scored. For more information, see specific category for narrative content requirements below. Please follow the format detailed in the specific category since this will allow for equitable scoring of proposals.

D. Budget Breakdown Attachment

As an attachment to the project narrative, please provide more budget details than are required under the SF 424A form. The budget format guide included in **Attachment C**

can be used to include the following information, separating the CAP funds and the in-kind match.

1. Salaries and Wages. List names, positions, and rate of compensation. This should only include personnel actively involved in the project. If contract employees are to be hired, include their total time, rate of compensation, job titles, and roles.
2. Fringe Benefits. Propose your rates/amounts. If rates are audit approved, include copy of the audit agreement and/or the name of the audit agency.
3. Field Expenses. Briefly itemize the estimated travel costs (i.e., destination, number of people, number of travel days, transportation costs, and other travel costs such as mileage rate and per diem).
4. Other Direct Cost Line Items. Categories may include training, labor costs, software licenses, supplies, equipment, required travel, project logistics, and fees for consultants, publications, and project presentations. This is not an inclusive list; add other categories as appropriate and see the category description for additional details. Please itemize the costs to the greatest extent possible. If including contractual services, identify proposed contractors (individual or corporate) and provide the criteria by which contractors will be, or have been selected. If purchasing equipment or supplies these need to be dedicated to the project.
5. Total Direct Charges. Totals for items 1, 2, 3, and 4. The proposal must show the in kind match.
6. Indirect Charges (Overhead). Show proposed rate and amount. Proposals from States or universities must include a copy of the negotiated indirect cost rate agreement. Be sure that indirect charges apply only to those direct cost items allowable under the negotiated cost rate agreement. Usually, sub-contract direct costs are either excluded from indirect charges, or there is a cap on the amount of subcontract costs eligible for indirect charges.

Please note that this budget breakdown is required. An award will not be issued until all required information and details have been provided.

Completeness of the budget information will be considered in review, but it is understood that this information is best guess estimation; therefore, prior approval of the Contracting Officer is not required for transfer of funds between direct cost categories when the cumulative amount of the transfers during the performance period does not exceed ten percent (10%) of the total USGS cash award. Prior written approval is required from the Contracting Officer for transfers of funds in excess of the ten percent limitation.

In-Kind Resource Match

1. Please separate this out from the federal funding.
2. All categories require an in-kind resource match on the part of the applicant for the long-term sustainability of project outcomes. Examples of in-kind resource match are: salaries, contract support, student assistance fees, travel expenses, venue costs, software purchase, equipment dedicated to the project, computer servers hosting data, production of outreach materials, and indirect costs or

overhead charges. All contributions, including cash and third party in-kind, will be accepted as part of the applicants' in-kind match when such contributions meet all of the following criteria:

- a. verifiable from the applicants' records,
 - b. not included as contributions for any other federally-assisted project or program,
 - c. necessary and reasonable for proper and efficient accomplishment of project or program objectives,
 - d. allowable under the applicable cost principles,
 - e. not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost matching,
 - f. provided for in the approved budget when required by the Federal awarding agency, and
 - g. Conform to the provision of the appropriate OMB Circular, as applicable.
3. Unrecovered indirect costs may be included as part of the in-kind match.
4. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as in-kind match if the service is an integral and necessary part of an approved NSDI Program. Rates for volunteer services shall be consistent with those paid for similar work in the applicant's organization. In those instances in which the required skills are not found in the applicant organization, rates shall be consistent with those paid for similar work in the labor market in which the applicant competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.
5. The value of geospatial data holdings is not considered appropriate for in-kind matches for any of the award categories.
6. Match calculation: For example, with a request for an award of \$5,000 of Federal assistance, a 50% in-kind match contribution by the applicant would be \$2,500 in value for a total of \$7,500 value committed to the project (\$5,000 and \$2,500 Federal and applicant, respectively).
7. The applicant must document the amount and type of in-kind resource that will be contributed to the fulfillment of the project and include this information in the detail budget breakdown.
8. See award category for specific in-kind match information.

E. Additional Mandatory Documents

Please read the category description for information about required and optional documents. Letters of support are greatly encouraged. Letters with signatures should be

scanned and attached to the project narrative. If this is not possible, letters should be mailed or faxed to the NSDI CAP Coordinator, MS 590 National Center, Reston, VA 20192, Fax number: 703-648-5755.

F. Additional Help

Additional information for completing the proposal submittal is available via the FGDC Training site, <http://www.fgdc.gov/training/training-materials>.

V. Application Review

A. Review and Selection Process

Applications are considered based on the completeness of documentation, meeting of stated basic eligibility, and in-kind match and other category requirements. Specific evaluation factors are identified in the category descriptions below. Budget information is evaluated for reasonableness and appropriateness to the CAP program as well as to applicant project goals.

In addition to the above criteria, the factors of geographic and organizational diversity, as well as reaching new organizations and new geographic regions, may be taken into consideration in selecting awards. Please see the award category descriptions below for more details.

Proposals are reviewed by a peer group of professionals that are knowledgeable in the geospatial and information technology disciplines in the context of the NSDI. Individual proposals are evaluated and scored using the narrative evaluation factors. Through peer consensus process, proposals are ranked according to merit. The slate of selected proposals will be submitted to the senior leadership of FGDC Secretariat for final approval. The senior leadership will consult with the FGDC Coordination Group, as appropriate, in approving and advertising final selections.

VI. Award Administration Information

A. Notice of Selection and Award

The contact person listed on the first page of the SF-424 will be notified via postal mail whether or not a proposal was selected for award. The letter will come from the NSDI CAP Coordinator. If the proposal was not selected, the letter will include an explanation. The category lead may follow up with a phone call and/or email. The formal authorizing notice of award will come from the USGS Grants Specialists in the form of the Assistance Award document. This document contains the project start and end dates, the award amount, and all the administrative details for the project. When this is received the project can commence.

Project summaries for each awarded proposal will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.

B. Administrative Project Requirements

1. Reporting and Presentations

a. The following reports will be required from all award recipients:

Report	Due Dates
Interim Project Report	6 months after the start of the project
Final Project Report	On or before 90 working days after the expiration of the agreement
Quarterly Federal Financial Report	On or before 45 working days after the end of each three-month performance period
Final Federal Financial Report	On or before 90 working days after the expiration of the agreement

b. The specific content for the technical reports can be found in the Report Format attachments:

- Attachment D - Category 1: Metadata Trainer and Outreach Report Format
- Attachment E - Category 2: Framework Data Exchange through Automated Geo-Synchronization
- Attachment F - Category 3: Fifty States Initiative: Strategic and Business Plan Development Report Format
- Attachment G - Category 4: Fifty States Initiative: Business Plan Development and Implementation
- Attachment H – Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects
- Attachment I – Category 6: FGDC Standards Development and Implementation Assistance and Outreach Report Format
- Attachment J - Category 7: Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government

Interim and final project reports will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.

c. Details about the required financial reports for awarded projects can be found in Attachment B.

d. Project Presentation and Outreach

To spread and promote knowledge of the NSDI, CAP participants are requested to make formal presentation of their activities. Presentation can be at a local, State, regional, national conference or meeting. The applicant is requested, if necessary, to budget sufficient funds to travel to the meeting or conference. An alternative is to publish a paper or article in a professional journal or newsletter. Other outreach activities could include coordination with other NSDI Stakeholders.

2. Participation in CAP Orientation

Orientation, also known as kick-off, is an opportunity for project leaders, CAP category leads and others to plan and share information. See specific category for information on the orientation meeting. Be sure to budget travel funds and plan for attendance.

Category	Location	Date
1. Metadata Trainer and Outreach Assistance	Denver Federal Center or Web conference	Spring 2010
2. Framework Data Exchange through Automated Geo-Synchronization	Web conference or in-person meeting	Spring 2010
3. Fifty States Initiative: Strategic and Business Plan Development	NSGIC Mid-Year Meeting Annapolis, Maryland	March 7, 2010
4. Fifty States Initiative: Business Plan Development and Implementation	NSGIC Mid-Year Meeting Annapolis, Maryland	March 7, 2010
5. Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects	Possible locations are Reston, Virginia; or Denver, Colorado. (exact date and location to be determined after the awards are made)	Two Day Workshop, Spring 2010
6. FGDC Standards Development and Implementation Assistance and Outreach	Web conference	Spring 2010
7. Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government	Web conference	Spring 2010

3. General Provisions and Terms and Conditions for USGS Awarded Cooperative Agreements

Please refer to Attachment A for general provisions and Attachment B for the detailed terms and conditions for awarded cooperative agreements. Attachment A includes the OMB circulars/regulations that apply to this cooperative agreement program.

4. Additional Information

Award recipients are responsible for managing the day-to-day operations of the cooperative agreements and sub-award supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Recipient monitoring must cover each program, function, or activity.

The cooperative agreement is awarded to the institution and not the principal investigator (project leader). If the primary investigator leaves the awarded institution the new investigator must come from the same institution.

VII. Agency Contacts

A. Grants.gov

For technical questions concerning the application process at Grants.gov, please contact:

Grants.gov Help Desk at:
Phone: 1-800-518-GRANTS
Email: support@grants.gov

USGS Grants.gov contact:
Laura Mahoney
(703) 648-7344 Phone
(703) 648-7901 Fax
lmahoney@usgs.gov

B. Program Announcement

Applicants are strongly urged to submit program announcement related questions via email to:

Ms. Desiree Santa, Grant Specialist
U.S. Geological Survey, Office Acquisitions and Grants
12201 Sunrise Valley Drive, MS 205
Reston, VA 20192
Phone: 703-648-7382
Email: dsanta@usgs.gov

C. NSDI CAP Program

For technical questions concerning the content, goals, and objectives of the CAP program categories, please contact:

Ms. Gita Urban-Mathieux, NSDI CAP Coordinator
Federal Geographic Data Committee (FGDC), U.S. Geological Survey
12201 Sunrise Valley Drive, MS 590
Reston, Virginia 20192
Email: burbanma@fgdc.gov
Phone: 703-648-5175
Fax: 703-648-5755

D. Category Leads

For technical questions concerning the content, goals, and objectives particular categories, please contact via email:

Category 1: Metadata Trainer and Outreach Assistance
Ms. Sharon Shin, sshin@usgs.gov

Category 2: Framework Data Exchange through Automated Geo-Synchronization

Introduction and General Information

Mr. Rob Dollison, rdollison@usgs.gov

Category 3: Fifty States Initiative: Strategic and Business Plan Development

Mr. Milo Robinson, mrobinson@fgdc.gov

Category 4: Fifty States Initiative: Business Plan Development and Implementation

Mr. Milo Robinson, mrobinson@fgdc.gov

Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects

Mr. Milo Robinson, mrobinson@fgdc.gov

Category 6: FGDC Standards Development and Implementation Assistance and Outreach

Ms. Julie Binder Maitra, jmaitra@fgdc.gov

Category 7: Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government

Mr. Tracy Fuller, tfuller@usgs.gov

2010 NSDI CAP Category 1: Metadata Trainer and Outreach Assistance

A. Background

Geospatial information applications have become commonplace in the management, planning, and use of land resources. Good data management practices allow datasets created for one project to be used by another through documentation of critical information of a dataset. Documentation of this information allows one to confidently reuse existing data. However, due to unawareness or other limitations, many organizations often do not record the dataset characteristics, developmental processes, or simply the data's repository. Dataset characteristics, documented in a structured form to allow effective information search and discovery, is called metadata. Implementing metadata as a program enables organizations to effectively manage data resources and to experience cost savings by eliminating repetitive data creation.

The FGDC calls upon the metadata community, through this CAP, to assist other organizations or administrative units in implementing metadata as an internal data resource management instrument and sharing data resources in support of the NSDI. This category recruits proposals to assist rural, local, regional, and State organizations to obtain metadata training, metadata publishing assistance, and the implementation of metadata programs.

B. Project Goals

This category provides funding to organizations skilled in metadata implementation and willing to assist other organizations or administrative units. Two avenues are sought in this category. First, by providing metadata training, metadata creation assistance, and metadata program implementation and support. Metadata support may include Web 2.0 applications, social networks such as a wiki, and social bookmarking or mash-ups to make resources on FGDC.gov more available to the community. Secondly, this category endeavors to enhance metadata training in academia through instructional developments based on the University Consortium for Geographic Information and Technology's "Body of Knowledge."

Outcomes from this category also focus on establishing a sustained resource as metadata advocates: to inventory and document data (metadata), support data sharing and ultimately participate in the NSDI, provide better access to resources on the metadata sections of the FGDC.gov Web site, and to implement metadata programs in their respective organizations or agencies.

Recipients in the training specific portion of this category are asked to extend their training services outside of proposal partners at the recipient's regularly scheduled and located workshops. The 2010 NSDI CAP Category 1 program targets training for managerial organizations such as the National League of Cities, National Association of Counties, National Association of Regional Councils, and other audiences for metadata outreach and training. Additionally, trainers in this category shall register on the NSDI Trainer Registry and contribute to the FGDC's distributed training network. The trainer

may limit their geographic and administrative scope to meet restrictions of their employer.

Training under this program contains the FGDC Metadata Core Curriculum found at: <http://www.fgdc.gov/training/metadata-curriculum>. The Core Curriculum provides general topic areas for specific durations for training. The learning objectives for the core content are requirements for metadata creator and manager workshops with managers receiving shorter overarching content while metadata creators more content detail.

Training modules developed under this agreement shall be made available via the internet. For those who choose to serve their modules through www.fgdc.gov, the modules shall be supplied, to the coordinator, in Microsoft PowerPoint and include learning goals and objectives and be 508 Compliant. Modules on www.fgdc.gov may be selected for conversion to be delivered via the FGDC's E-learning server. Guidance is provided in 'NSDI-related Training Materials Development: Recommendations and Resources for Stakeholder Subject Matter Experts' document located at: (<http://www.fgdc.gov/training/training-materials>). Modules served through the applicant's website will provide the URLs to linking to the FGDC.gov.

These sites are recommended for help in developing learning goal and objectives:

http://www.aacsb.edu/resource_centers/assessment/ov-process-define.asp

<http://ets.tlt.psu.edu/learningdesign/objectives>

http://tilt.colostate.edu/guides/tilt_coursedevelopment/printable_guide.pdf

For 508 Compliance see:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

Click on: Subpart B. 1194.22 Web-based intranet and internet information and applications: 16 rules.

C. Project Results

Projects results and outcomes sought under this category include:

1. Individuals and organizations trained and competent in creating FGDC compliant metadata.
2. If training metadata creators, training content must have content at the half-day to two or more day content, see <http://www.fgdc.gov/training/metadata-curriculum>.
3. If training metadata creators, resultant completed metadata must have passed the parser and must be posted to a NSDI clearinghouse or otherwise made available to geodata.gov
4. All FGDC web hosted Web 2.0 applications will be developed in open-source and approved by the FGDC Web Administrator.
3. Managerial audience metadata training content must have content at the one hour duration, see <http://www.fgdc.gov/training/metadata-curriculum>,
4. When dealing with organizations for metadata training delivery, memorandums of understanding, and the like, must be entered to sustain metadata relationships beyond the performance period.

5. Registration of trainers in the NSDI Trainer Registry to provide for greater metadata training opportunities.
6. Quarterly reports on workshop events in response to FGDC administrative requirements which include customer satisfaction results and the agencies/departments trained. Quarterly reports are submitted on the form supplied by the coordinator.

Reporting requirements are listed below.

D. Applicant Eligibility

State or local government, academia, private sector, non-profit, and Tribal organizations, as well as consortia of organizations, may apply. Institutions that have received NSDI CAP Metadata Trainer and Outreach Assistance awards within the past three years are **not** eligible to receive a 2010 NSDI CAP award in this category.

Proposals sought under this category are by organizations skilled and resourceful in implementing applicable standards.

E. Funding Amount and In-Kind Match

1. Federal Assistance

Up to \$25,000 will be obligated to individual projects under this category.

2. Applicant In-Kind Resource Match

A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software are considered in-kind match. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. Applicant shall document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** more details and for in-kind match calculation.

F. Funded Activities

1. Funded tasks and items providing training and outreach to other organizations or administrative units include:

- (a) Training sessions (travel, facilities, reproduction costs, equipment, supplies, etc.,
- (b) Web 2.0 application development costs,
- (b) Clearinghouse service for resulting metadata,
- (c) Reasonable expenses for hardware and software that are dedicated to the project and its sustainability,
- (d) Labor costs to create and serve metadata for other organizations or administrative units,
- (e) Travel and associated costs (i.e. supplies used to perform the training) to provide metadata training and outreach,
- (f) Development of Kick-off presentation,
- (g) Reports: interim, final, and FGDC Calendar postings,
- (h) Participation in CAP Kick-off Workshop (up to \$1,000) as specified in 2 and

- (i) Travel expenses and registration at conference or meeting as specified in 3.
- 2. Participation in CAP Kick-off Workshop. Consensus among the recipients will determine if a kick-off meeting is convened in Denver, Colorado or alternately the recipients can meet electronically. If a kick-off meeting is desired a portion of the award can be used to travel to Denver. The workshop, whether in person or electronically, will review the agreement process and new developments in metadata. Each awardee will give a brief presentation on the project and the presentation will be posted to the FGDC.gov web site.
- 3. Project Presentations. Project presentations extend and promote knowledge of the NSDI and the valuable work of the awardee. Participants are requested to make formal presentations of their activities at a local, State, regional, national conference or meeting. The applicant is requested, if necessary, to budget sufficient funds to travel to the meeting or conference. An alternative is to publish a paper or article in a professional journal or newsletter.

G. Partnership and Collaboration Requirements

Partnerships with other organizations or other administrative units to leverage resources are encouraged but not required under this category. Partnerships, both formal and informal, among organizations to leverage limited geospatial data resources, are seen as primary building blocks for the NSDI.

Those proposals demonstrating support and/or collaboration with State or regional spatial data strategic plans or councils evaluated accordingly in this category.

H. Applicable Standards

Projects shall be in compliance, as applicable, with geographic information standards developed and endorsed by standard-setting bodies including the FGDC, ISO, and the Open GIS Consortium. These standards include:

- (1) FGDC Content Standard for Digital Geospatial Metadata, Version 2 (CSDGM), FGDC-STD-001-1998 or the North American Profile of ISO 19115:2003, Geospatial Information -- Metadata using the draft North American Profile of ISO/TS 19139:2007, Geographic information -- Metadata -- XML schema implementation.
- (2) Metadata Service Guidelines. Metadata shall be posted to one of the following options:
 - (a) Registered Z39.50 Clearinghouse server,
 - (b) Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) provider software,
 - (c) FGDC Browse-enabled Web Directory, where metadata is in XML and harvested through the Geospatial One-Stop Portal at <http://www.geodata.gov>.
- (3) GI S&T Body of Knowledge – GD 12 Metadata
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp>

I. Category Lead technical contact

Ms. Sharon Shin, Metadata Coordinator, email: sshin@usgs.gov.

J. Project Resources and FGDC Involvement Statement

The FGDC Metadata website (<http://www.fgdc.gov/metadata>) provides links to resources assisting workshop development at various content levels and durations. Using the FGDC Metadata Core Curriculum enables course development that meets FGDC training standards, <http://www.fgdc.gov/training/metadata-curriculum>

Lessons prepared for this agreement will include learning goals and objectives and will be 508 Compliant.

These sites are recommended for help in developing learning goal and objectives:
http://www.aacsb.edu/resource_centers/assessment/ov-process-define.asp
<http://ets.tlt.psu.edu/learningdesign/objectives>
http://tilt.colostate.edu/guides/tilt_coursedevelopment/printable_guide.pdf

For 508 Compliance see:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

Subpart B. 1194.22 Web-based intranet and internet information and applications:
16 rules.

The University Consortium for Geographic Information Science's Geographic Information Science and Technology Body of Knowledge is found through:
<http://www.ucgis.org/priorities/education/modelcurriculumproject.asp>

The appropriate NSDI State Geospatial Liaison is to be informed when training occurs in their area. This requirement is two pronged, first is to keep the Liaison informed and second is use the Liaison as a marketing tool for the workshops. A list of liaisons can be found at http://www.usgs.gov/ngpo/ngp_liaisons.pdf.

Other metadata resources may be found at:

<http://www.fgdc.gov/metadata>

<http://www.fgdc.gov/training/training-materials>

The FGDC will collaborate closely with the recipients to enable them to meet the goals stated in their respective proposals. The FGDC will provide logistical and programmatic support to the extent FGDC resources allow. The FGDC will provide, if needed, guidance and assistance enabling the recipients to provide electronic access to the metadata resulting for this category's activities. The FGDC will conduct a needs assessment to determine the best available date and content for the 2010 CAP Kick-off Workshop in Denver. If possible a person from the FGDC will attend the first workshop carried out through this agreement. The purpose of this trip is to share training expertise with the recipient. The FGDC will conduct progress calls, intermediate to the interim

and final reports, with the recipients. The FGDC will promote the outcomes of the awards through communication channels including the FGDC Web site.

K. Reporting

1. An interim project report and a final project report are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.
 - (a) For content and format see Attachment D - Category 1: Metadata Training and Outreach Project Report Format.
 - (b) For the submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.
2. Financial reports are required, see **Section VI.B.** Administrative Project Requirements in the Introduction for more details.
3. Information about workshops prior to their occurrence should be posted to the FGDC Calendar, <http://www.fgdc.gov/calendar>.
4. Quarterly reports on workshop events are required by category coordinator. A template with the following information will be provided:
 - a) date of the workshop,
 - b) event – name of the venue hosting the workshop (e.g. conference name)
 - c) location of the workshop,
 - d) title of the workshop,
 - e) names of the customers by: Federal bureau name, State agency name, university/college and department name, etc.,
 - f) number of attendees, and
 - g) letters of recognition for the workshop to the awardee, publication articles regarding the workshop, external endorsement for the workshop.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. Total point value of 100 points possible. All proposals should be no more than 3000 words (about 5 pages using Times New Roman 12 point) not including letters of support, tables, maps, and diagrams.

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations (organization, address)
- (d) Name of trainer or trainer's organization
- (e) Organization Internet address
- (f) Registered Clearinghouse node or Web folder IP address
- (g) Primary investigator (name, telephone, fax, email)

- (h) Other contact personnel (name, telephone, fax, email)
- (i) Geographic scope or area
- (j) Previous CAP participation (awarded or submitted but not awarded)
- (k) A Short stand alone description of the project (limit to 200 words). Note this stand alone description for each awarded proposal will be posted on the FGDC Web site.

(1) Project Scope – Project Description (25 points)

Describe project, its steps, and partners/participants. Describe how the project contributes to the NSDI, and conforms to appropriate standards. List organizations, administrative units or target organizations/communities served in the project. Describe how the project supports and/or collaborates with State or regional spatial data strategic plans or councils. The applicant targeting training managers through national organizations shall have an existing relationship to more than one of these organizations to establish a target audience.

The project must be well thought out in regards to process, method, and approach. The proposal must state why metadata training is a need for the community served. The applicant must address standard implementation challenges: time, staffing, staff changes, etc as barriers to metadata implementation. Partnership is a key component of the NSDI, the applicant must state the partnership nature of the proposal. The project scope, with existing partners, must be completed in 12 months and with the funding allocated. Because of the “outreach” nature of this project, the project must support the metadata needs of a broad audience and directly help organizations other than the applicant’s. If this proposal serves an underserved community, state the community served and why it is underserved. The applicant must be able to extend assistance to organizations other than the original listed project partners. An overall statement to the commitment of standards and the use of the FGDC Metadata curriculum is required. As a final requirement of scope the materials or implementation support arriving from the project must be posted to the applicant’s website or linkable to the FGDC Metadata website.

An analysis of the scope of work against the requested funding will be evaluated.

(2) Technical approach (25 points)

Outline the steps, methodologies and resources to be utilized in implementing the project. This includes facility type, equipment and supplies supporting the training. Indicate the training approach: lecture, lecture with exercises, or lecture with metadata creation tool. When in classroom or electronic training, indicate all pre and post-workshop activities performed to measure learning, if any. Indicate if course and instructor evaluations are conducted (recommended.) Include statement on the adoption of FGDC Metadata Core Curriculum for training content. All FGDC.gov hosted materials will contain learning goals and objectives and be 508 Compliant.

Proposals will be evaluated on the degree to which applicants comprehend the tasks and procedures necessary to accomplish project objectives. The proposal will be evaluated on the training plan: logistics, scheduling, and established contacts to market to populate workshops. A metadata repository, NSDI Clearinghouse, GeoData.gov (GOS), or

partnered access to a repository must be stated in the proposal. Hands-on training must specify metadata training application/tool. Training must be appropriate to role (suggestions follow: Managers= lecture or lecture with exercises with a minimum duration of one hour, Creator= lecture with exercises at minimum/ metadata application/tool optimal with a recommended duration of one-half to more that two days. The logistical arrangements for equipment must be stated (computers and software are generally excluded as allowable expenses). Innovative or special techniques allow the proposal to be viewed as exceptional.

(3) Project Experience (25 points)

Describe metadata experience, special qualifications and skills possessed necessary for performance of the project. Identify metadata trainer resource. The trainer or trainer's organization must be identified with explanation of the trainer's special qualifications and skills. ESRI Certified Trainer does not qualify and competence as a metadata trainer. Project management skills should also be described here. Please specify if the applicant is prior CAP Category 1 awardee and award year.

Evaluation will be based on how completely and fully the narrative addresses experience, special qualifications, and skills possessed for successful completion of the proposed project by the end of the review period. Note that institutions that have received NSDI CAP Metadata Training and Outreach Assistance awards within the past three years are not eligible to receive a 2010 NSDI CAP award in this category.

(4) Commitment to Effort (20 points)

For classroom or electronic training: Describe the extent to which project results will continue or be sustained after the performance period. Memoranda of Understanding and/or letters of commitment should be attached. State, county, and state and local applicants **shall** include a letter of support from the State GIS Coordinator or similar GIS leadership person. Letters of supports from key partners should be attached to the narrative. (Please refer to **Section IV.E.** in the Introduction for further information.)

For classroom or electronic training for state or local applicants: Evaluation will be based on the ability to demonstrate that the project is participating in or supporting state or regional geospatial infrastructure strategies and plans. Applicants are sought who demonstrate the project is participating in or supporting state or regional geospatial infrastructure strategies and plans. The proposal should demonstrate the support of state or regional GIS infrastructure objectives in coordination with state or regional GIS coordination groups or plans. A letter of support from the state, regional, or local GI council or GIS coordinator is required. If the proposal is not from a state or local government then a letter of support from the data or metadata coordinator is required.

For Body of Knowledge training material development: Letter from the applicant to the University Consortium for Geographic Information Science announcing the proposal and the proposal's intent is required. Describe the extent to which the instructional materials will be distributed/announced.

For training national associations: a letter recognizing the project and establishing a working relationship with the associations is required.

For all applicants: Describe the extent to which project results will continue or be sustained after the performance period, e.g. metadata creation resource established, metadata policy implementation, internal training implementation, establishment of a help desk/ FAQ/post-workshop/ identified metadata support, etc, or other sustainable measures.

Evaluation will be based on the applicants' ability to demonstrate that the project is participating in or supporting state or regional geospatial infrastructure strategies and plans are sought.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 2: Framework Data Exchange through Automated Geo-Synchronization

A. Background

Framework Data provides a common geographical reference for the country. It is widely used and underpins most geospatial applications. Framework Data includes physical features such as roads and rivers, as well as conceptual boundaries such as municipal and State boundaries, and spatial alignment features. Sharing a common set of Framework Data between federal and non-federal data collaborators will facilitate the referencing and integration of all geospatial data. The future development and maintenance of authoritative National data layers with a high degree of currency relies on a utilizing a strong National Spatial Data Infrastructure (NSDI) of distributed sets of data, services and applications that enable the sharing and use of geospatially referenced information.

Development of business processes, governance and technological solutions for effective local-state-national framework data exchange are essential to establishing an effective geo-synchronization service that can efficiently maintain state and national government mapping efforts. This Cooperative Agreement category will support pilot projects for implementing effective, standards-based data exchanges from local or state native data to national collections, utilizing the appropriate national data models. These processes should support the notification of updates and additions to individual geospatial features and their properties over the Internet using open interfaces, standards and specifications such as the Open Geospatial Consortium (OGC) Web Feature Service (WFS), the FGDC endorsed Framework Data Standards, and Web community protocols such as Atom/RSS. Interested collaborators could subscribe to such data feed updates to keep copies of common data up-to-date. These feeds could also be registered in the metadata for inclusion in data catalogs.

Projects funded under this category are expected to implement or expand sustainable operational capabilities to **publish** geospatial data over a geographic area of interest involving multi-agency participation. **Funding is not for data development but for synchronization. The USGS will specify the format, schema, and protocol for the "feeds" used to pass vector feature data changes to be considered in the National Map. The XML feed format will be either Atom or RSS with an entry for each transaction based on a form of XML known as Geography Markup Language (GML). The funding provided through this CAP award shall be used by the CAP recipient to develop and deploy software to convert the data adds/updates into the feed format in coordination with the USGS, and to document and share this software for other partner organizations to examine and use. This one-time cooperative agreement will assist organizations with integration of local data updates into State or regional datasets, and from these State or regional datasets into The National Map or an equivalent national effort. It is anticipated that the application submitted will be lead by the data steward or data consortium. Private sector and Universities are encouraged to participate on a team but the submittal and lead should be from the data steward or owner to ensure that this process has the intent of implementation and is not to be just a technical proof of concept.**

B. Project Goals

The objective of this category is to promote and facilitate the exchange of standardized framework data between state and national data stores using common data models, services, and related protocols through automated web processes and to address the governance challenges required to enable automated data exchange. Although a key Framework data theme of interest for this category is hydrography, other nationally significant dynamic framework data themes will also be considered.

C. Project Results

Successful projects will establish the governance structure, service agreement and data exchange protocol established in a working system to automate local-state-national framework data exchange through geo-synchronization. Awardee will identify a constituent problem space that requires the recurrent update **of geospatial data to the USGS as part of a partnership**. As new data becomes available notification of its availability should be sent out providing the **Government the** ability to automatically retrieve the new data directly into their system when ready. The solution will deploy standards-based notification of feature-level data additions or updates data exchange in support of an identified community. Software for publishing and syndicating Framework data shall be modular and subsequently published as open-source or as freely-available extensions to commercial software so that it may be modified and re-deployed by other Framework data exchange users and providers. Such solutions should be applicable (re-deployable) to other sites and similar problem domains. Notification of feature-level data additions, updates, or deletions shall be made using Atom 1.0 protocol with the GeorSS extensions. Feature geometry and properties are to be published using the suitable published Framework Geography Markup Language (GML) schema. These awards will translate the prototyping conducted in the Canadian Geospatial Data Infrastructure Geosynchronization Pilot into a U.S. context.

The expected deliverables are documentation of problem and solution, development of software solution with instructive documentation, hosting of source data and software solution to meet an identified governmental need, and demonstration of the software solution. The demonstration is anticipated to take place at a face-face meeting 6-9 months into the project at a venue to be determined in conjunction with the government project lead.

D. Applicant Eligibility

State or local government, academia, private sector, non-profit, and Tribal organizations, as well as consortia of organizations, may apply, though applicant teams must include a primary government beneficiary. Primary applicant should be the organization realizing the benefit of the service integration. **I.E. it is anticipated that the application submitted will be led by the authoritative data steward or data consortium responsible for primary data collection and management. Private sector and Universities may support the proposal, but the submittal and lead responsibilities should be committed by the data steward or owner to ensure that this process has the intent of implementation and is not to be just a technical proof of concept.** Awards in this category will not be made to extend software or project activities supported through CAP awards in FY2008-2009.

E. Funding Amount and In-Kind Match

(1) Federal assistance

Up to \$50,000 will be obligated to individual projects under this category.

(2) In-Kind Resource Match

A minimum 100% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. Applicant must document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** in the Introduction for more details and for in-kind match calculation.

F. Funded Activities

Software design, development, testing, documentation, and operation are activities that are anticipated for funding under this project. Travel related to the face-face demonstration meeting described in C. Project Results. Limited travel related to a public demonstration for FGDC-affiliated organizations.

G. Partnership and Collaboration Requirement

The software solution shall be jointly designed in support of governmental activities by the awardee and the government based on government business requirements identified in the proposal. Monthly consultative calls will be held to assist in project design and direction.

H. Applicable Standards

Projects must be in conformance with the standards, specifications, and guidelines below:

1. Open GIS Consortium (OGC-) compliant Web Feature Service (WFS) (version 1.1 or later), <http://www.opengeospatial.org/standards/wfs>.
2. Atom Syndication Format Version 1.0, <http://www.atomenabled.org/developers/syndication/>
3. Geospatial Positioning Accuracy Standard, Part 3, National Standard for Spatial Data Accuracy (FGDC-STD-007.3-1998), <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/index.html>
4. Geographic Information Framework Data Content Standard (FGDC-STD-014-2208, <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/framework-data-standard/framework-data-standard-part5>

In addition, the Canadian Geospatial Data Infrastructure data synchronization pilot project will be used as a technical baseline reference for discussion and technical development in this Category:

http://portal.opengeospatial.org/files/index.php?artifact_id=26609

I. Category Lead technical contact

Rob Dollison (National Geospatial Program’s Digital Services Lead, rdollison@usgs.gov) will serve as the Category Lead.

J. FGDC/USGS Involvement Statement

The FGDC/USGS will collaborate closely with the recipients to enable them to meet the goals stated in their proposals. The FGDC/USGS will provide logistical and programmatic support to the extent its resources allow. Teleconferences between the government and the awardee in this category will be held on a monthly basis to report project status and direction. The FGDC/USGS will promote the outcomes of the awards through available communication channels including the FGDC web site.

K. Reporting

(1) The category technical lead will host monthly Web conferences to discuss project progress and other issues related to the projects.

(2) Interim and final project reports are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>. For the submission schedule see **Section VI.B. Administrative Project Requirements** in the Introduction. For content and format see Attachment E – Category 2: Framework Data Exchange through Automated Geo-Synchronization Report Format.

(3) Financial reports are required; see **Section VI.B. Administrative Project Requirements** in the Introduction for further details.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. Total point value of 100 points possible. Please limit to no more than 3000 words (about 5 pages using Times New Roman 12 point), not including letters of support, tables, maps, budget, and diagrams:

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Organization Internet address
- (d) Governmental Partner (organization, address)
- (e) Principal Investigator-name, telephone, email
- (f) Other key contact personnel-name, telephone, email
- (g) Geographic scope or area
- (h) Previous NSDI cooperative agreement participation (awarded or submitted but not awarded)
- (i) A Short stand alone description of the project (limit to 200 words). Note this stand alone description for each awarded proposal will be posted on the FGDC Web site.

(1) Project Scope – Project Description (25 points)

Describe project, its steps, and partners/participants. Describe how the project contributes to the development and maintenance of state and national framework data content using relevant standards. Identify the framework data themes that will be included in the project. Hydrography is of special interest. Identify the scope of application, availability, and deployment of software solution, and the intended or potential audience. Identify how the project will extend use of automated data updates and how the success of the project will be measured.

Proposals will be evaluated based on the degree to which projects support a significant and identifiable governmental need and the framework data themes that are part of the proposed work.

(2) Technical approach (35 points)

Outline the steps, methodologies and resources to be utilized in implementing the project. Describe the technical architecture to be proposed and provide use cases or scenarios of application. Include description of the design, development, testing, and deployment phases of the project. Identify intended support for relevant standards and the innovation proposed for this project. Describe how the software solution will be hosted. Describe how the work accomplished will be sustained after the completion of award.

Proposal evaluation will be based on the degree to which the applicant comprehends the tasks and procedures necessary to accomplish project objectives and will provide a technically sound and sustainable solution.

(3) Project Experience (15 points)

Describe experience, special qualifications and skills possessed necessary for performance of the project. If applicant is a previous NSDI CAP participant, please provide information describing previous effort, accomplishments, and agreement/award number.

Proposals will be evaluated based on the familiarity with the NSDI activities and FGDC standards. Prior CAP participation is not a factor in this technical element.

(4) Commitment to Effort (20 points)

Identify the responsibilities and interests of the applicant organization(s). Provide documentation of community interest and benefit. Describe the extent to which the results of the project will be sustained during and beyond the performance period. The intention of the award is to provide sufficient incentive for collaborative development and deployment costs, whereas it is expected that the awardee will propose to maintain operations beyond the award period as an independent commitment. Memoranda of Understanding, letters of commitment, and/or letters of support are highly encouraged. They should be attached to the narrative. (Please refer to **Section IV.E.** in the Introduction for further information.)

Proposals will be evaluated based on the degree to which the proposed work will be operated, maintained, and sustained after its development phase.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 3: Fifty States Initiative - Strategic and Business Plan Development

A. Background

The National Spatial Data Infrastructure (NSDI) Future Directions Initiative recognizes that the NSDI cannot be maintained and enhanced by a single organization. A well-coordinated and concerted effort inclusive of the private sector, utilities, academia and all levels of government is needed to leverage resources, minimize redundancies and collaboratively solve problems to achieve the NSDI vision. The NSDI vision assures that spatial data from multiple sources are available and easily integrated to enhance the understanding of our physical and cultural world. Partnerships are essential to realizing the NSDI Vision.

One objective of the Future Directions Action Plan is the *Fifty States and Equivalent Entities Involved and Contributing to the NSDI Plan* (Fifty States Initiative). It recognizes that it will not be possible to build the NSDI without taking advantage of the day-to-day efforts of State and local governments, and other stakeholder groups in the States. This requires effective statewide coordination mechanisms that routinely contribute to the development of the NSDI. The Fifty States Initiative, endorsed by the Steering Committee of the Federal Geographic Data Committee, will advance the implementation of effective statewide coordination councils and the development of effective geospatial strategic and business plans.

This category specifically supports activities that promote the development of statewide strategic and business plans for the establishment of effective, all-inclusive statewide coordination councils/offices and the related activities necessary to ensure meaningful contributions to the NSDI.

B. Project Goal

The goal for projects in this category is the development and/or implementation of statewide strategic and business plans that facilitate the coordination of programs, policies, technologies, and resources that enable the coordination, collection, documentation, discovery, distribution, exchange, and maintenance of geospatial information in support of the NSDI and the objectives of the Fifty States Initiative Action Plan. See <http://www.fgdc.gov/policyandplanning/50states/50states> for additional details on Strategic and Business Plans.

C. Project Results

The following are examples of desired outcomes resulting from strategic and business planning activities conducted under this category. Applicants will be required to utilize the 2009 updated FGDC/National States Geographic Information Council (NSGIC) Strategic and Business Plan Guidelines (May 2009) and other supporting documentation. Each plan must also contain the mandatory elements as defined in the Guidelines.

1. Strategic Plan Development

A good strategic plan provides a clear explanation of how one or more strategic goals are to be achieved by an organization or program. It typically outlines long-term goals and details the specific strategies and programmatic goals that are to be pursued. Areas of risk are analyzed and specific strategies for overcoming those risks are adopted. The strategic planning process is iterative and maps a clear path between a present condition and a vision for the future. Revisiting the Strategic Plan to review accomplishments against documented objectives helps to establish a feedback loop that can influence future planning and decision making.

Your strategic planning effort should lead to one or more of the following outcomes.

- Creating effective statewide councils, offices, or organizations that can collaborate and work with all stakeholder communities as appropriate
- Strengthening the effectiveness of existing councils and offices to work with all stakeholder communities as appropriate
- Improving coordination activities, increasing participation, and developing positive contributions to statewide geospatial information initiatives among State, regional, local, Tribal, Federal, academic, utility, and private sector stakeholders
- Gaining recognition for statewide coordination mechanisms from State executives and legislators
- Improving geospatial data discovery, access, and use through improved coordination mechanisms (i.e. implementing statewide use of the GIS Inventory System maintained by NSGIC)
- Increasing participation in national geospatial data programs (i.e. *The National Map*)
- Working to establish sustainable funding mechanisms for geospatial initiatives and improved coordination mechanisms
- Establishing priorities for proposed actions that are designed to improve statewide coordination mechanisms and geospatial information initiatives

2. Business Plan Development

While the Strategic Plan describes what you want to achieve and why, the Business Plan provides a detailed description of how objectives will be achieved, along with the necessary justifications for implementing initiatives. The purpose of your Business Plan is to support the successful implementation of the programs identified in your organization's Strategic Plan, thereby furthering the statewide spatial data infrastructure (SSDI) and/or the National Spatial Data Infrastructure (NSDI). These programs may each require a different approach and may place emphasis in different areas. Examples of programs that require Business Plans include:

- An Ortho-imagery Program (data-centric)
- Homeland Security Web Mapping Initiative (function or application-centric)
- Statewide GIS Coordination (business process-centric)

Regardless of the approach, there are requirements for assessing where you are, where you need to be, and for identifying the pathway that will get you there.

Your business planning efforts should lead to one or more of the following outcomes.

- Identifying and assessing the business needs of all stakeholder communities
- Adopting tools or mechanisms for identifying the status of data development (i.e. implementing statewide use of the GIS Inventory System)
- Identifying and acting on specific opportunities for data partnerships
- Identifying and securing funding resources and mechanisms required for geospatial data coordination, collection, and maintenance activities
- Addressing a geospatial enterprise architecture, National standards and guidelines, and open interoperability standards
- Incorporating measures for evaluating return on investments and developing cost benefit analyses
- Implementing an improved statewide GIS coordination council or making improvements in a statewide GIS coordination office

D. Project Activities

1. Development and/or implementation of a Strategic Plan that addresses how to bring all of the stakeholder groups together into a functional governing body that serves as a Statewide Coordination Council with the following characteristics:

- A mechanism for broad representation and inclusion in the decision-making process by user communities, including Federal, State, county, municipal and Tribal governments; private sector GIS users and vendors; academic sector; non-profit organizations; utilities; and the general public.
- A relationship between the Coordination Council and national geospatial initiatives such as Geospatial One Stop Portal, *The National Map* and the GIS Inventory System.
- A formal authorization process to establish the Statewide Council with appropriate bylaws.
- A relationship and linkage with the nine coordination criteria (see Section 3 below) that feeds consensus based decision-making into official statewide initiatives.
- Adequate funding and a budget are identified (or cost sharing mechanisms are established) to support and enable the operation.
- A commitment is made to implementing appropriate OGC, FGDC, ANSI and ISO standards to ensure an “open” environment exists.

2. Development and/or implementation of a statewide Business Plan that addresses key coordination criteria, including:

- The need for a Geospatial Enterprise Architecture (GEA).
- Identifying the status of existing framework and critical infrastructure data, future data production plans, and opportunities for data production partnerships.
- Establishing data sharing agreements with local, State, Tribal and Federal agencies unless they routinely provide data in the public domain.
- Publishing lists of local, State, Tribal and Federal data stewards/integrators for each of the framework layers.
- Posting local, State and Tribal framework data to the national clearinghouse or otherwise making them available through OGC interfaces.
- Assisting local, State and Tribal data producers in creating metadata for data holdings and posting it to the GOS Portal.
- Maintaining a functioning clearinghouse or appropriate inventory tool that is available to all interested sectors in a State and is available for metadata harvesting by the GOS portal.
- Enabling local, State and Tribal organizations to participate in the GIS Inventory, *The National Map* and the Geospatial One Stop Portal program.
- Promoting the adoption and incorporation of appropriate OGC, FGDC, ANSI and ISO standards and interoperable practices among local, State and Tribal agencies.

Please Note: Statewide use of the GIS Inventory System will assist you with implementing several of the criteria listed above. (see http://gisinventory.net/getting_started.html)

3. Implementing the Nine Statewide Coordination Criteria including the following:

- A full-time, paid coordinator position is designated and has the authority to implement the State's business and strategic plans.

Explanation: Many States have created one or more full time positions to oversee coordination of geospatial technologies. These individuals are responsible for implementing the State's business plan and are typically assigned to the Governor's Office, Chief Information Officer, Budget Department, or the Technology Office. In some States, these duties fall on a volunteer and in others, no one is willing to assume this role. It is presumed that having a full-time paid individual is advantageous and that a

significant portion of their energy is channeled into on-going statewide coordination council activities.

- A clearly defined authority exists for statewide coordination of geospatial information technologies and data production.

Explanation: A responsible individual or group has been designated in many States through executive orders, budget authorizations, or legislation. These individuals, or groups, are usually better able to deal with difficult coordination issues since they are empowered to perform this function. In other cases, “all volunteer” efforts are very effective at coordinating statewide activities through consensus building. In some instances, these groups are recognized as a “clearly defined authority” although they have no specific powers.

- The statewide coordination office has a formal relationship with the State’s Chief Information Officer (or similar office).

Explanation: Geospatial technologies are clearly a component of any State’s information technology architecture, but they are not always viewed as such by “old school” IT leaders. A close relationship with the State CIO is essential to move major geospatial technology initiatives forward.

- A champion (politician or executive decision-maker) is aware and involved in the process of coordination.

Explanation: A visionary political champion who understands geospatial technologies is a valuable ally that can help obtain recognition and funding to support new initiatives. Without a strong political champion, new initiatives often fail.

- Responsibilities for developing the National Spatial Data Infrastructure and a State Clearinghouse are assigned.

Explanation: The responsibility for the component pieces of the NSDI should be assigned to appropriate staff and agencies to ensure that stewards are identified, and to prevent duplication of effort. Assignment of responsibilities should happen in advance of actual need to ensure that the appropriate activities are appropriately planned and incorporated into the State’s business plan.

- The ability exists to work and coordinate with local governments, academia, and the private sector.

Explanation: Each State must have the capability to routinely meet and coordinate with all other sectors. Safeguards should be developed to ensure that the needs of other sectors can be incorporated through consensus building activities.

- Sustainable funding sources exist to meet projected needs.

Explanation: Sustainable funding is the foundation of effective partnerships. Data production tends to be the highest component cost for implementation of geospatial technologies and most users have requirements for continuous updating of data layers that requires a steady fund source. Effective consortia can only be established when each of the players partners brings something to the partnership and non-lapsing funds help stabilize partnerships.

- Coordinators have the authority to enter into contracts and become capable of receiving and expending funds.

Explanation: To be effective, individual State GIS coordinators or the agencies identified as the stewards for the component pieces of the NSDI must be able to readily contract for software, systems integration, training, and data production costs. Often partnerships can be “brokered” to capture end-of-year funds when contracting mechanisms are already in place.

- The Federal government works through the statewide coordinating authority.

Explanation: It is essential that Federal agencies use statewide GIS Coordination offices and councils as a type of “clearinghouse” to make sure that cooperative agreement opportunities are being used wisely to implement the business plans of the States. Going through the coordination offices and councils will also help to minimize duplications of effort.

E. Applicant Eligibility

State, regional, local and Tribal governments, academia, non governmental organizations, utilities, and the private sector may apply for awards in this category. Existing statewide coordinating councils and/or other entities involved in the development of statewide geospatial strategic and business plans may apply for an award in this category. Coordinated multi-sector responses are strongly encouraged.

This category is only for States that have not received NSDI CAP Fifty States assistance awards or equivalent awards in the past.

F. Funding Amount and In-Kind Match

1. Federal Assistance

Up to \$50,000 will be obligated to individual projects under this category.

2. Applicant In-Kind Resource Match

A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. Applicant must document the amount and type

of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** in the Introduction for more details and for in-kind match calculation.

G. Funded Activities

1. Funded activities include:
 - a. Fees for consultants, facilitators or recorders
 - b. Salary for statewide coordination staff
 - c. Publications
 - d. Workshops
 - e. Training
 - f. Travel expenses as required to complete this project
 - g. Communications (i.e WebEx License to facilitate meetings)
2. Proposals seeking funding for data collection will not be considered.
3. Applicants are requested to budget sufficient travel funds (approximately \$1,000) for participation by one individual at the orientation workshop to be held in conjunction with a Strategic and Business Plan workshop at the NSGIC Mid-year Meeting in Annapolis, Maryland, on Sunday, March 7, 2010. Relevant documentation will be shared with successful applicants at this workshop.
4. Applicants are strongly encouraged to budget funds to attend the 2010 NSGIC Annual Meeting in Minneapolis, MN, on September 12-16, 2010. It is anticipated that additional Fifty States Initiative learning opportunities will take place during the NSGIC Annual Conference.

H. Applicable Guidelines

For Strategic and Business Plan Guidelines please see <http://www.fgdc.gov/policyandplanning/50states>.

I. Category Lead Technical Contact

Milo Robinson, FGDC Framework & Cooperating States Coordinator, email: mrobinson@fgdc.gov or telephone: (703) 648-5162

J. FGDC Involvement Statement

The FGDC Secretariat will collaborate closely with the awarded projects to ensure outcomes that strategic and business plans are nationally consistent. The FGDC Secretariat together with other USGS staff will jointly monitor and agree on the milestones and accomplishments on work performed as part of this agreement. Involvement will begin with the kick off meeting at the March 7, 2010 National States Geographic Information Council Mid year meeting in Annapolis, Maryland. The FGDC will promote the outcomes of the awards through communication channels including the FGDC website. The FGDC Category Lead will schedule quarterly teleconferences or meetings to provide an exchange of information among category award recipients. Attendance is mandatory.

K. Reporting

1. An interim and final project report is required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.

- (a) For the Submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.
- (b) For format and content see Attachment F - Category 3: Fifty States Initiative Report Format.
- (c) Include a softcopy version of the final or approved strategic and/or business plans as an attachment to the final report.

2. Financial reports are required, see **Section VI. B.** Administrative Project Requirements in the Introduction for more details.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. Total point value of 100 points possible. All proposals should be no more than 3000 words (about 5 pages using Times New Roman 12 point font and 1-inch margins) not including letters of support, tables, maps, and diagrams.

Applicants are encouraged to work with their State's USGS Geospatial Liaison to develop proposals. For a listing of Liaisons please see http://www.usgs.gov/ngpo/ngp_liaisons.pdf.

Please submit narratives that are responsive to the following instructions and are clearly and plainly stated. The narrative must also be focused on the planned activities and be concise, but described in sufficient detail to provide the reviewers with a full understanding of the project.

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations: include a clear and concise statement for each organization regarding the extent and nature of their support.
- (d) Organization Internet address
- (e) Relevant National Digital Geospatial Clearinghouse node address (if any)
- (f) Principal Investigator-name, telephone, email
- (g) Other key contact personnel-name, telephone, email
- (h) Geographic scope
- (i) Previous NSDI cooperative agreement participation (awarded or submitted but not awarded)
- (j) A Short stand alone description of the project (limit to 200 words). Note this stand alone description for each awarded proposal will be posted on the FGDC Web site.

(1) Project Scope (40 points)

a) Describe the existing status of geospatial coordination activities in your State. Include the existing coordination groups, the nature and the currency of their strategic and business plans, and an explanation as to why they do not meet the suggested criteria proposed in this document.

b) Describe the proposed strategic and business plan development, how you expect to implement them in your State, and what key problem areas can be overcome by instituting a new planning process. What is it about your proposed approach that will help ensure its success? How does this project help link the geospatial community to the State CIO's office? What is it about your project that will improve the further development of the NSDI?

Evaluation will be based upon the applicants' ability to demonstrate that the scope of the proposed project will improve statewide coordination through strategic and business plan development and advance the NSDI.

(2) Skills and Capabilities (15 points)

Describe the experience, special qualifications and skills possessed that are necessary for performance of the project. If the applicant is a previous NSDI CAP participant please provide brief information describing previous effort(s) and accomplishments. Describe the Principal Investigator's abilities and experience in managing key aspects of projects such as the one proposed, including the functions of geospatial data coordination, collection, maintenance, integration, access and distribution; executive guidance; and financial and other resource management.

Evaluation will be based upon the applicants' experience and qualifications that demonstrate the skills and capabilities to carry out the work in the proposal.

(3) Commitment to Effort (15 points)

Describe the organization's outlook for a sustainable operation and the extent to which project results will continue or be sustained after the performance period. Identify the partner organizations or participants involved, their roles and the support they will provide to the project. Memoranda of Understanding and/or letters of support should be included as an attachment to the narrative, or included as a separate file named "Letters of Support." (Please refer to **Section IV.E.** in the Introduction for further information.)

Evaluation will be based on the applicants' ability to demonstrate a clear commitment to supporting statewide geospatial infrastructure strategies in support of the NSDI Fifty States Initiative.

(4) Organizational and Managerial Capacity (25 points)

Describe the management plan for the activity. Please include information on the nature of the applicant's organization and its formally documented relationships with other participants in the project. Describe project implementation plans including timelines and assigned responsibilities. This plan should include the key steps required to complete the project, milestones for measuring successes and a timeline for each step. Describe

your ability to finish this project on-time. Address your capacity to effectively accomplish and manage the funded activities. Identify how the outcomes of the project fit the business plans and benefits anticipated by the partners or customers of the applicant.

Evaluation will be based upon the applicants' ability to demonstrate the organizational and managerial capability needed to effectively complete the proposed project through a management plan.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 4: Fifty States Initiative: Business Plan Development and Implementation

A. Background

The Fifty States Initiative has reached over 40 States and equivalent entities. Many of these States can benefit from further statewide business planning activities; in particular, activities where Federal involvement can be leveraged.

This category specifically supports activities that promote the development of statewide business plans for implementing one or more strategic goals in partnership with one or more Federal agencies resulting in meaningful contributions to the NSDI.

B. Project Goals

The goal for projects in this category is the development and/or implementation of statewide business plans that advance the statewide spatial data infrastructure (SSDI) or the National Spatial Data Infrastructure (NSDI) while increasing federal involvement in statewide geospatial planning and implementation activities. (See <http://www.fgdc.gov/policyandplanning/50states/50states> for additional details on Business Plans.)

C. Project Results

Sound business plans are the desired outcomes under this category. Applicants must use the 2009 updated FGDC Strategic and Business Plan guidelines and other supporting documentation.

The Business Plan provides a detailed description of how objectives will be achieved, along with the necessary justifications for implementing initiatives. The purpose of your Business Plan is to support the successful implementation of the programs identified in your organization's Strategic Plan, thereby furthering the statewide spatial data infrastructure (SSDI) and the National Spatial Data Infrastructure (NSDI).

These programs may each require a different approach and may place emphasis in different areas. Examples of programs that require Business Plans include:

- An Ortho-imagery Program (data-centric)
- Homeland Security Web Mapping Initiative (function or application-centric)
- Statewide GIS Coordination (business process-centric)

Your business planning efforts should lead to one or more of the following outcomes.

- Identifying and assessing the business needs of all stakeholder communities,
- Adopting tools or mechanisms for identifying the status of data development (i.e. implementing statewide use of the GIS Inventory System),
- Identifying and acting on specific opportunities for data partnerships,

- Identifying and securing funding resources and mechanisms required for geospatial data coordination, collection, and maintenance activities (of particular interest and importance is leveraging geospatial investments at local and regional governments),
- Addressing a geospatial enterprise architecture, national standards and guidelines, and open interoperability standards,
- Implementing an improved statewide coordination council which involves local and regional government stakeholders or making improvements in a statewide GIS Coordination Office to develop a stronger relationship with the federal community, or
- Supporting a previously completed statewide plan by planning the activities of a sub-state group (i.e. regional entity) relating to a state's overall strategic goals.

D. Applicant Eligibility

State, regional (councils of governments), local and Tribal governments, academia, non governmental organizations, utilities, and the private sector may apply for awards in this category. Existing statewide coordinating councils, regional councils and/or other entities involved in the development and/or implementation of statewide geospatial strategic and business plans may apply for an award in this category. Coordinated multi-sector responses are strongly encouraged. Federal agency partnership and support is required. A regional entity must have the support of the state's geospatial coordination council.

E. Funding Amount and In-Kind Match

1. Federal Assistance

Up to \$30,000 will be obligated to individual projects under this category.

2. Applicant In-Kind Resource Match

A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. Applicant must document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** in the Introduction for more details and for in-kind match calculation.

F. Funded Activities

1. Funded activities include:

- a. Fees for consultants, facilitators or recorders
- b. Salary for statewide coordination staff
- c. Publications
- d. Workshops
- e. Training
- f. Travel expenses as required to complete this project
- g. Communications (i.e WebEx License to facilitate meetings)

2. Proposals seeking funding for data collection will not be considered.

3. Applicants are requested to budget sufficient travel funds (approximately \$1,000) for participation by one individual at the orientation workshop to be held in conjunction with a Strategic and Business Plan workshop at the NSGIC Mid-year Meeting in Annapolis, Maryland, on Sunday, March 7, 2010. Relevant documentation will be shared with successful applicants at this workshop.

4. Applicants are strongly encouraged to budget funds to attend the 2010 NSGIC Annual Meeting in Minneapolis, MN on September 12-16, 2010. It is anticipated that additional Fifty States Initiative learning opportunities will take place during the NSGIC Annual Conference.

G. Partnership and Collaboration Requirements

The applicant must partner with one or more federal agencies. Applicant must demonstrate statewide collaboration through a strategic plan. A regional entity must have the support of the state's geospatial coordination council.

H. Applicable Guidelines

For Strategic and Business Plan Guidelines please see <http://www.fgdc.gov/policyandplanning/50states>.

I. Category Lead technical contact

Milo Robinson, FGDC Framework & Cooperating States Coordinator, email: mrobinson@fgdc.gov or phone: (703) 648-5162.

J. FGDC Involvement Statement

The FGDC Secretariat will collaborate closely with the awarded projects to ensure outcomes that strategic and business plans are nationally consistent. The FGDC Secretariat together with other USGS staff will jointly monitor and agree on the milestones and accomplishments on work performed as part of this agreement. Involvement will begin with the kick off meeting at the March 7, 2010 National States Geographic Information Council Mid year meeting in Annapolis, Maryland. The FGDC will promote the outcomes of the awards through communication channels including the FGDC website. The FGDC Category Lead will schedule quarterly Teleconferences or meetings to provide an exchange of information among category award recipients. Participation is required.

K. Reporting

1. Interim and final project reports are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.
 - (a) For the Submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.
 - (b) For format and content see Attachment G - Category 4: Fifty States Initiative: Business Plan Development and Implementation Report Format.
 - (c) Include a softcopy version of the final or approved business plans as an attachment to the final report.

2. Financial reports are required, see **Section VI. B. Administrative Project Requirements** in the Introduction for more details.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. Total point value of 100 points possible. All proposals should be no more than 3000 words (about 5 pages using Times New Roman 12 point font and 1-inch margins) not including letters of support, tables, maps, and diagrams.

Applicants are encouraged to work with State and Regional based federal agency representative such as their State's USGS Geospatial Liaison to develop proposals. For a listing of Liaisons please see http://www.usgs.gov/ngpo/ngp_liaisons.pdf.

Please submit narratives that are responsive to the following instructions and are clearly and plainly stated. The narrative must also be focused on the planned activities and be concise, but described in sufficient detail to provide the reviewers with a full understanding of the project.

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations: include a clear and concise statement for each organization regarding the extent and nature of their support.
- (d) Organization Internet address
- (e) Principal Investigator-name, telephone, email
- (f) Other key contact personnel-name, telephone, email
- (g) Previous NSDI cooperative agreement participation (awarded or submitted but not awarded)
- (h) A short stand alone description of the project (limit to 200 words). This stand alone description will be posted on the FGDC Web site for each awarded proposal.

(1) Project Scope (40 points)

- a) Describe the existing status of your state's strategic and business planning activities
- b) Describe the proposed business plan development and implementation. How will this project advance geospatial coordination and collaboration? Describe Federal agency involvement in this project. How does this effort advance your State's strategic plan?

How does this project help link the geospatial community to the State CIO's office? What is it about your project that will improve the further development of your SSDI or the NSDI?

Evaluation will be based upon the applicants' ability to demonstrate that the scope of the proposed project will improve statewide coordination through business plan development

and implementation that will advance the NSDI.

(2) Skills and Capabilities (15 points)

Describe the experience, qualifications and skills to develop and implement the activities described in your proposal. Please describe the Principal Investigator's previous activities with Fifty State Initiative and his or her abilities and experience in managing projects such as the one proposed.

Evaluation will be based upon the applicants' experience and qualifications that demonstrate the skills and capabilities to carry out the work in the proposal.

(3) Commitment to Effort (15 points)

Identify the partner organizations or participants involved, their roles and the level of support they will provide to the project. Memoranda of Understanding and/or letters of support should be included as an attachment to the narrative, or included as a separate file named "Letters of Support." (Please refer to **Section IV.E.** in the Introduction for further information.)

Evaluation will be based on the applicants' ability to demonstrate a clear commitment to supporting statewide geospatial infrastructure strategies in support of the NSDI Fifty States Initiative. At least one partner must be a Federal agency

(4) Project Plan and Managerial Capacity (25 points)

A good plan will help ensure its success. Please describe the management plan for this project. This plan should include the key steps required to complete the project and a timeline for each step. Describe your ability to finish this project within a one year time frame. Address your capacity to effectively accomplish and manage the funded activities. How will the outcomes of the project fit the needs of the all partners?

Evaluation will be based upon the applicants' ability to develop a management plan and describe the managerial capability needed to effectively complete the proposed business plan.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items

- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects

A. Background:

Public sector organizations can improve efficiency and data quality by sharing their data, technology, and applications. Shared data and services make sophisticated technology affordable for a broad range of agencies. Multi-agency partnerships reduce redundant data maintenance activities. This increases productivity and improves information quality and consistency. For these reasons, data and technology partnerships have become very attractive to government agencies, especially in the area of land- and property-based services supported by Geospatial Information Technology (GIT).

GIT is a complicated investment. The initial costs can be high, and the tangible benefits can take several years to materialize. Elected and appointed officials do not have time to delve into the finer points of the technology before being asked to make an investment decision. They must weigh a GIT project against countless other opportunities and choose where and how their organization will spend its money. The best tools for making these decisions are net present value (financial bottom line) and the overall business case, which includes analysis of tangible and strategic benefits.

The bottom line of a GIT project depends on the presence and quality of the existing GIT infrastructure. GIT infrastructure includes base maps (framework data), technical support personnel, and data maintenance applications as well as user access tools and data communications channels. These expensive infrastructure elements may be difficult for a single agency to cost-justify. If multiple agencies share the cost of this spatial data infrastructure, collaborating participants are in a better position to develop financial business cases for new applications. The costs of a proposed system can be researched and allocated among partners, but the potential benefits are much harder to document.

When multiple government agencies serve the same geographic area, it is logical for these agencies to share their geographic information and to standardize and integrate their spatial data management processes. Opportunities for cooperative application development multiply and the business case for sharing GIS resources becomes even more persuasive. Many of the benefits of GIT partnerships accrue to the community as a whole and can be difficult to quantify on an agency-by-agency basis. Therefore, it is important for GIT partners to collaborate in the development of financial business cases related to their cooperative projects.

This category seeks to fund financial case studies of a spatial infrastructure projects that have multi-organization participants. The case study should apply the methodology and templates in the FGDC-supported Return on Investment (ROI) workbook. Existing examples of multi-agency studies using this methodology include: Washington State Transportation Framework for GIS (WA-TRANS), a Department of the Interior agency-wide business case for GIS, the Iowa Geospatial Infrastructure business case, and the Iowa analysis of the use of GIS, imagery and modeling for flood response.

Additionally, a number of single-agency case studies using the GITA financial analysis methodology have been published, including: City of Cleveland (Enterprise GIS Business Case), EPCOR (ANTWIRP and ADAPT Business Cases), TELUS (DOL Business Case), and Honolulu Board of Water Supply MANO.

Examples of ROI findings

Recent financial analysis (2007-2008) of Iowa's multi-agency infrastructure project has already been put to good use. Iowa's project lead cites the following benefits of ROI analysis:

- Drilling down to know the real costs to build statewide infrastructure provides a tangible starting point for the project. Previous costs were somewhat amorphous.
- Iowa leads have used the ROI methodology as a significant component of proposals for at least half a dozen infrastructure projects. Project managers at state agencies recognize that ROI analysis has become a big component of state management criteria.
- Understanding financial analysis and using the ROI methodology has made Iowa geospatial projects more competitive with other projects seeking funding. In particular, good characterization of benefits places these projects ahead of the pack.
- Funding has been obtained for infrastructure projects with a business case developed from the ROI methodology. The largest instance in Iowa to date is a \$650,000 geocoding project for building an address point framework layer. This funding will cover half of the state, with a plan to reapply for funding the second half of the state in two years, once existing work is complete.
- Using the ROI methodology assists project and program leads in the search for redundant processes. Once these are located, it becomes possible to design projects around the avoided costs from eliminating redundancy, thus funding new projects without having to seek additional funds. This point has proved critical in a time of severe budget constraints.

Analysis of Iowa's infrastructure project showed a number of tangible benefits for participating agencies. Benefits include:

- Savings in staff time responding to citizen requests
- Savings in staff time creating and maintaining geographic data
- Savings associated with more timely data available
- Savings in staff time performing analysis
- Reduction in field staff time due to better location information
- Savings in staff time in reporting functions
- Savings in staff time obtaining data from other agencies
- Cost avoidance in purchase of data
- Cost avoidance in maintaining separate software and hardware
- Cost avoidance of preliminary surveys by use of LIDAR
- Savings in staff time negotiating individual contracts for aerial surveys

- Savings in staff time from linking all relevant documents to GIS
- Cost avoidance of dig-ins (line hits) from inaccurate data into one call system
- Cost avoidance of collection of redundant data at consulting firms

A recent financial analysis (2008-2009) of the use of GIS, imagery and modeling for Iowa flood response included the following benefits:

- Staff time saved during emergency response
- Staff time saved doing routine emergency preparedness work
- Citizen time saved seeking information regarding flooding
- Citizen cost for surveying saved
- Mileage saved
- Additional damage reimbursements provided to citizens, municipalities, utilities
- Materials saved (for example, sandbags)
- Building damage avoided through correct placement of sandbags
- Ability to bill private entities for unneeded prevention (sandbagging)
- Cost avoidance of unnecessary relocation activity

An analysis of strategic benefits for Iowa floods shows areas which may show quantifiable benefits when they are studied over time. These include:

- Faster information flow results in getting economic activity back up and running sooner
- Better and faster information gets presidential disaster declaration sooner
- Debris removal is facilitated
- Better communication helping agencies to assist citizens better and faster
- Better road closure information to the public saves time and increases safety
- Maps and data used as communication tool for briefings
- Use by Emergency Operations Center as situation awareness tool
- Maps provide time lapse record of the stages of the flood, which will be useful for hazard mitigation planning for the next flood
- Better resource allocation during response
- Modeling aided decision to drain basin naturally rather than paying to bring in big pumps
- Estimation of the amount of damaged material going to landfill

B. Project Goals

While there have been a number of multi-agency Case Studies using the FGDC-supported ROI workbook, the geospatial community would benefit from further examples. The goal of this category is to develop additional financial business cases for collaborative spatial data infrastructure projects to gain a better understanding of the cost and more importantly the benefits of spatial data infrastructure projects. It is anticipated that project leads will use the business cases they develop to seek funding for NSDI-

related projects and as a result of the knowledge transfer and assistance improve their success rate in competing for scarce resources.

C. Project Results

- An ROI case study describing the project, including the details of collecting metrics to support the financial analysis
(See <http://www.fgdc.gov/policyandplanning/50states/Appendix%20c%20revised.pdf>)
- Completed ROI spreadsheets
- Financial analyses summary
- A multi-agency financial business case for the project comprised of the rollup from all individual spreadsheets as well as analysis of tangible and strategic benefits of the project.

D. Applicant Eligibility

State, regional, local and Tribal governments, academia, non governmental organizations, utilities, and the private sector may apply for awards in this category. Existing statewide coordinating councils and/or other entities involved in the development of statewide geospatial strategic and business plans may apply for an award in this category. Coordinated multi-sector responses are strongly encouraged.

Applicants from all sectors are encouraged to apply.

E. Funding Amount and In-Kind Match

1. Up to \$50,000 will be obligated to individual projects under this category.
2. Applicant In-Kind Resource Match
A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. Applicant must document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** in the Introduction for more details and for in-kind match calculation.

F. Funded Activities

1. Funded activities include:
 - a. Fees for consultants, facilitators or recorders
 - b. Salary for project coordinator
 - c. Salary for project staff
 - d. Publications
 - e. Workshops
 - f. Training
 - g. Travel expenses as required to complete this project
2. Proposals seeking funding for spatial data collection will not be considered.

3. Applicants should budget at least \$1,000 for travel for to attend the project kick off workshop. At least one project participant must attend. It is recommended that two individuals participate in the workshop meeting. Possible locations for the workshop are Reston, Virginia; or Denver, Colorado. The workshop site will be determined after the awards are made and will be made in consultation with awardees to minimize travel costs.

In addition, each proposal should budget \$5,000 for workshop fee. Relevant information about the two-day workshop will be shared with successful applicants in a webinar held before the workshop.

G. Partnership and Collaboration Requirements

Applicants should demonstrate that multiple agencies are committed to participating in the project. Multi-agency financial analysis is expected as a deliverable from this project. Coordinated multi-sector responses are encouraged.

H. Applicable Reference Documents

- **ROI Work Book** (<http://www.fgdc.gov/policyandplanning/50states/50states>) -- Building a Business Case for Shared Geospatial Data and Services: A Practitioner's Guide to Financial and Strategic Analysis for a Multi-participant Program
 - Appendix A: Instructions for completing Business Case Template & Worksheets
 - Appendix B: Literature Review
 - Appendix C: Washington State Case Study

I. Category Lead Technical Contact

Milo Robinson, FGDC Framework & Cooperating States Coordinator, email: mrobinson@fgdc.gov

J. FGDC Involvement Statement

The FGDC Secretariat will collaborate closely with the awarded projects to ensure outcomes that strategic and business plans are nationally consistent. The FGDC Secretariat monitor and agree on the milestones and accomplishments on work performed as part of this agreement. Involvement will begin with the project kick off workshop. The FGDC will promote the outcomes of the awards through communication channels including the FGDC website. The FGDC Category Lead will schedule webinars, teleconferences or meetings to provide an exchange of information among category award recipients on at least a quarterly basis.

J. Reporting

1. Interim and final project reports are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.

- (a) For the Submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.

- (b) For format and content see Attachment H - Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects
- (c) Include a softcopy version of the ROI case study describing the project, the completed ROI spreadsheets, the ROI financial analyses summary, the multi-agency financial business case.

2. Financial reports are required, see **Section VI. B. Administrative Project Requirements** in the Introduction for more details

3. Projects will be evaluated at 3 month, 6 month, and 9 month intervals. Deliverables will be established for the first interval at the time of the kick-off meeting. Plans will be developed as needed to assure that project deliverables are kept on track throughout the year-long course of the project.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. Total point value of 100 points possible. All proposals should be no more than 3000 words (about 5 pages using Times New Roman 12 point font and 1-inch margins) not including letters of support, tables, maps, and diagrams.

Please submit narratives that are responsive to the following instructions and are clearly and plainly stated. The narrative must also be focused on the planned activities and be concise, but described in sufficient detail to provide the reviewers with a full understanding of the project.

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations: include a clear and concise statement for each organization regarding the extent and nature of their involvement.
- (d) Organization Internet address
- (e) Principal Investigator-name, telephone, email
- (f) Alternate Contact: name, telephone, email (Required)
- (g) Other key contacts personnel-name, telephone, email
- (h) Geographic scope
- (i) Previous NSDI cooperative agreement participation (awarded or submitted but not awarded)
- (j) A short stand-alone description of the project (limit to 200 words). This stand-alone description will be posted on the FGDC Web site for each awarded proposal.

(1) Project Scope (35 points)

What is the scope of your project? Describe the spatial data infrastructure project for which you plan to conduct Return on Investment analysis. Describe your project's

anticipated financial benefits. Why do the participating agencies desire to conduct this analysis?

Describe existing strategic and business plans as they relate to this project. How does your proposed project fit into existing planning efforts? How will this activity be aligned with ongoing planning activities supported by FGDC's Fifty States Initiative? How does this project connect to the geospatial community and other efforts advance spatial data infrastructure?

Evaluation will be based upon the applicant's ability to demonstrate that the scope of the proposed project will thoroughly investigate ROI and financial business plan development while advancing the NSDI.

(2) Commitment to Effort (25 points)

Describe the organization's commitment to complete the ROI analysis and deliver the final product on time. Describe the outlook for a sustainable operation and the extent to which project results will continue or be sustained after the performance period. Identify the partner organizations or participants involved, their roles and the support they will provide to the project. Memoranda of Understanding and/or letters of support should be included as an attachment to the narrative, or included as a separate file named "Letters of Support." (Please refer to **Section IV.E.** in the Introduction for further information.)

Evaluation will be based on the applicant's ability to demonstrate a clear commitment to supporting financial analysis and ROI work during the project and after the project has ended. The support and commitment of partnering organizations will also be considered.

(3) Skills and Capabilities (20 points)

Applicants should show they have the ability to learn financial and business planning skills to advance the proposed spatial data infrastructure.

Describe the experience, special qualifications and skills possessed that are necessary for performance of the project. If the applicant is a previous NSDI CAP participant please provide brief information describing previous effort(s) and accomplishments. Describe the Principal Investigator's abilities and experience in managing key aspects of projects such as the one proposed. Describe the other key personnel in the project and their qualifications, abilities and experience working on similar projects.

Evaluation will be based upon the applicant's experience and qualifications that demonstrate the skills and capabilities to carry out the work in the proposal.

(4) Organizational and Managerial Capacity (15 points)

Please include a short management plan for the activity. Please include information on the nature of the applicant's organization and its relationships with other participants in the project. Describe project implementation plans including timelines and assigned responsibilities. This plan should include the key steps required to complete the project, milestones for measuring successes and a timeline for each step. Describe your ability to

finish this project on time. Address your capacity to effectively accomplish and manage the funded activities. Identify how the outcomes of the project fit into the plans anticipated by the partners or customers of the applicant.

Evaluation will be based upon the applicant's ability to demonstrate the organizational and managerial capability needed to effectively complete the proposed project through a management plan.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 6: FGDC Standards Development and Implementation Assistance and Outreach

A. Background

Standards facilitate the development, sharing, and use of geospatial data by society among all sectors.

Office of Management and Budget (OMB) Circular A-16 Revised, August 19, 2002 (hereafter called OMB Circular A-16) describes the responsibilities of Federal agencies with respect to coordination of Federal surveying, mapping, and related spatial data activities for the purpose of developing a national spatial data information resource, reducing duplication, reducing the expense of data collection, and increasing the sharing of available data. Spatial data are defined in OMB Circular A-16 as “information that identifies the geographic location and characteristics of natural or constructed features and boundaries on the Earth.” OMB Circular A-16 establishes the FGDC and assigns responsibilities for coordinating geospatial data themes to different Federal Departments, including the establishment and implementation of data standards for quality, content, and transfer.

Executive Order 12906, signed by President Bill Clinton on April 11, 1994, and amended by President George W. Bush by issuance of Executive Order 13286 on March 5, 2003, designates the FGDC as the lead entity to coordinate the National Spatial Data Infrastructure (NSDI), which is defined as “the technology, policies, standards, and human resources necessary to acquire, process, store, distribute, and improve utilization of geospatial data.” Section 4 (a) of the order states:

General FGDC Responsibility. The FGDC shall develop standards for implementing the NSDI, in consultation and cooperation with state, local, and tribal governments, the private and academic sectors, and, to the extent feasible, the international community, consistent with OMB Circular No. A-119 ("Federal Participation in the Development and Use of Voluntary Standards") and other applicable law and policies.

The executive order further designates standards development responsibilities to agencies assigned particular thematic data categories in OMB Circular A-16 and allows other standards to be identified and developed within the FGDC. Federal agencies collecting or producing geospatial data, either directly or indirectly (e.g. through grants, partnerships, or contracts with other entities), shall ensure, prior to obligating funds for such activities, that data will be collected in a manner that meets all relevant standards adopted through the FGDC process.

OMB Circular A-119 directs agencies to use voluntary consensus standards in lieu of government-unique standards “except where inconsistent with law or otherwise impractical.” It characterizes voluntary consensus standards bodies as having the following attributes:

- Openness
- Balance of interest
- Due process
- An appeals process
- Consensus, which is defined as general agreement, but not necessarily unanimity, and includes a process for attempting to resolve objections by interested parties, as long as all comments have been fairly considered, each objector is advised of the disposition of his or her objection(s) and the reasons why, and the consensus body members are given an opportunity to change their votes after reviewing the comments.

Standards are developed within the FGDC only when there are no equivalent voluntary consensus standards.

B. Project Goals

This category provides funding to organizations to assist in the development of and/or implementation of standards in the FGDC standards program of work *other* than those for metadata (see category 1 above) or the Standard for a U.S. National Grid, FGDC-STD-011-2001. In recent years, the FGDC has funded several CAP projects on implementing the Standard for a U.S. National Grid. This category can provide support that will assist in advancing a draft standard through the FGDC standards process or in implementing an FGDC standard that has already been endorsed. In addition, the FGDC supports and promotes the GDM and this category will assist in implementing the model as a platform for interoperability and information sharing among federal, state and local entities.

Part 1

In many cases, there are few, if any, materials that can be used to guide others when implementing an FGDC-endorsed standard in their organization. Without materials that document best practices and provide experienced advice and new techniques, an implementing organization has a steep learning curve. This sub-category can provide materials that can provide step-by-step assistance or at least a roadmap for implementing FGDC-endorsed standards.

Applicants should have working knowledge of standards developed through FGDC and geographic information standards developed through voluntary consensus standards bodies including, but not limited to, ISO Technical Committee 211, Geographic information/Geomatics and InterNational Committee for Information Technology Standard (INCITS) Technical Committee L1, Geographic information systems.

Applicants shall visit the FGDC Standards Program of Work Web page at: <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/index.html> to locate FGDC-endorsed standards or standards in development. Applicants shall consult with *subject matter experts* for the selected FGDC standards project to identify activities that will advance development of a draft standard or implementation of an FGDC-endorsed standard. The FGDC Secretariat will identify appropriate subject matter experts for applicants.

Recipients in this category shall work with *subject matter experts* for the selected FGDC standard in development or FGDC-endorsed standard to verify consistency with the standard, develop the CAP project approach and details, and to resolve technical questions. If recipients are developing training materials, they should also work with FGDC training staff members to coordinate the development of the materials to ensure consistency and reduce duplication of effort.

Part 2

The GDM was developed to support geospatial interoperability and information sharing among federal, state and local entities. It is a comprehensive framework for organizing features of interest to the homeland security (HLS) community. The use of the GDM ensures that common geospatial data is used by all practitioners in this HLS community. This sub-category can provide materials that will enable GDM implementation and provide feedback on additional features and attribution recommended for the GDM.

Applicants shall visit the FGDC site that features the GDM at: <http://www.fgdc.gov/participation/working-groups-subcommittees/hswg/dhs-gdm/> to locate the FGDC approved GDM and related schema generation tool. Applicants shall consult with *subject matter experts* within the Department of Homeland Security Geospatial Management Office to coordinate activities that will lead to a GDM conformant dataset.

Recipients in this category shall work with *subject matter experts* for the GDM and schema generation tool to verify consistency with the model, develop the CAP project approach and details, and to resolve technical questions.

C. Project Results

Part 1

For FGDC standards in development, deliverables shall include:

- Committee drafts or final drafts, as submitted by the standards development organization (often an FGDC Subcommittee or Working Group) or FGDC-endorsed standards, to be submitted to FGDC Secretariat. The project shall be registered in the FGDC standards program of work at the beginning of the award period.
- If the most current standards document at the beginning of the reward period is a proposal, then the draft standard shall have advanced to committee draft (at the minimum) or final draft by the end of the award period.
- If the most current standards document at the beginning of the reward period is a committee draft or public review draft, then the draft standard shall have advanced to final draft (at the minimum) or the FGDC has endorsed the standard by the end of the award period.

For FGDC-endorsed standards, deliverables might include but is not limited to, one or more of the following:

- Implementation guides for FGDC-endorsed standards

- Implementation strategies and/or components (e.g., Web sites, databases, and operating procedures) that facilitate implementation of FGDC-endorsed standards through dynamic management of items defined in standards.
- Training and/or outreach materials to promote use of FGDC-endorsed standards (hardcopy and Web based)
- Review and evaluation of FGDC-endorsed standards for consistency with voluntary consensus standards, such as those published through ISO and ANSI
- A case history of the implementation of an FGDC-endorsed standard including topics such as:
 - Implementation plan and approach
 - Challenges
 - Method of identification
 - Method of overcoming
 - Organizational effects
 - Impact on business processes
 - Cost savings
 - Cost of implementation
 - Return on investment
 - Human capital effects
 - New duties
 - Training needs
 - Adaptation to workflow changes

Training modules developed under this agreement shall be publicly available at no cost via the internet. For those who choose to serve through the FGDC web site www.fgdc.gov, the modules shall be supplied in Microsoft PowerPoint to allow serving through the FGDC Web pages and for possible conversion to a format for FGDC's E-learning server. Modules served on the FGDC Web pages shall include learning goals and objectives and shall be 508 Compliant. Guidance is provided in 'NSDI-related Training Materials Development: Recommendations and Resources for Stakeholder Subject Matter Experts' document located at <http://www.fgdc.gov/training/training-materials>.

These sites are recommended for help in developing learning goals and objectives:

- http://www.aacsb.edu/resource_centers/assessment/ov-process-define.asp
- <http://ets.tlt.psu.edu/learningdesign/objectives>
- http://tilt.colostate.edu/guides/tilt_coursedevelopment/vision.cfm

For 508 Compliance see:

- <http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>
- Select the link for Subpart B. 1194.22 Web-based intranet and internet information and applications: 16 rules.

Part 2

The objective of this sub-category would be to enhance GDM adoption. For the technical implementation, the grantee(s) shall:

- Aggregate geospatial data in the GDM model format using the schema generation tool (information available at <http://gmo.traversetechnologies.com/>) to transition an existing model or to implement a standards based data model (GDM) as the basis for sharing data.
- Define a GDM Critical Infrastructure/Key Resource (CI/KR) sector specific profile and implement (i.e. Energy, Transportation, Emergency Management, etc.)
- Demonstrate new interoperability capabilities; how the GDM eases data exposure and data sharing both with other GIS users and non-GIS users.
- Recommend new feature types, feature attributes, and or metadata to be included in the GDM.
- Recommend new usability and functionality enhancements to the schema generation tool.
- Provide feedback on lessons-learned, best practices and barriers to adoption.

D. Applicant Eligibility

State or local government, academia, private sector, non-profit, and Tribal organizations, as well as consortia of organizations, may apply. Institutions that have received NSDI CAP Category 6: FGDC Standards Implementation Assistance and Outreach assistance awards within the past three years re not eligible to receive a 2010 NSDI CAP award in this category.

E. Funding Amount and In-Kind Match

(1) Federal assistance

Part 1

Up to \$25,000 will be obligated to individual projects under this category.

Part 2

Up to \$50,000 will be obligated to individual projects under this category.

(2) In-Kind Resource Match

A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data will not be considered as match funding. Other Federal grant funds cannot be used for matching. The applicant shall document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. **See IV. D.** in the Introduction for more details and for in-kind match calculation.

F. Funded Activities

(1) For projects with the primary objective providing training and outreach to other organizations, the funded tasks and items include:

- (a) Training sessions (travel, facilities, reproduction costs, equipment, supplies, etc.
- (b) Logistics for training implementation
- (c) Labor costs to cover consulting, counseling, recruitment, preparation, and follow-up
- (d) Development of training materials and/or implementation guides

- (e) Labor costs for the development of training and/or implementation materials.
- (f) Reasonable expenses for hardware and software that are dedicated to the project and its sustainability,
- (g) Registration of trainers in the NSDI Trainer Registry to provide for greater metadata training opportunities
- (h) Quarterly reports on workshop events in response to FGDC administrative requirements which include customer satisfaction results and the agencies/departments trained. Quarterly reports are submitted on the form supplied by the category lead and submitted to the FGDC Metadata Coordinator.

(2) For project related to FGDC standards in development or enhancement of GDM adoption, the funded tasks and items include:

- (a) Fees for consultants, facilitators or recorders
- (b) Publications
- (d) Workshops
- (e) Training
- (f) Travel expenses as required to complete this project
- (g) Communications (i.e WebEx License to facilitate meetings)

(3) Reasonable expenses for hardware and software that are dedicated to the project and its sustainability are allowed if they are fully justified. Data collection will NOT be funded through this announcement.

(4) Proposals seeking funding for data collection will not be considered.

(5) Reports: interim, final, FGDC Calendar postings.

(6) Project presentations to spread and promote knowledge of the NSDI. CAP recipients are requested to make formal presentations of their activities. Presentation can be at a local, State, regional, or national conference or meeting. The applicant is requested, if necessary, to budget sufficient funds to travel to the meeting or conference. A paper or article publication in a professional journal or newsletter is an acceptable alternative.

G. Partnership and Collaboration Requirement

Partnerships with the subject matter experts for FGDC standards under development or an FGDC-endorsed standard are required for this category. **Evidence of partnership with shall be provided by a letter of commitment from the subject matter expert.** The FGDC Secretariat will assist the applicant in locating subject matter experts within an FGDC-endorsed standard's maintenance authority.

Partnerships with other organizations to leverage resources are encouraged under this category. Partnerships, both formal and informal, among organizations to leverage limited geospatial data resources, are seen as primary building blocks for the NSDI. Proposals that include a mix of partners working interactively together will be scored higher than proposals that are submitted by individual entities.

Proposals demonstrating support and/or collaboration with State or regional spatial data strategic plans or councils are sought under this announcement. For these proposals, a letter of support or commitment shall be provided by the USGS State geospatial liaison or lead for the State or regional spatial data strategic plan or council.

H. Applicable Standards

Projects shall be in compliance with the selected FGDC standard in development or FGDC-endorsed standard (<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/index.html>). For the FGDC approved GDM see <http://www.fgdc.gov/participation/working-groups-subcommittees/hswg/dhs-gdm/>.

If the FGDC-endorsed standard references or is related to other standards endorsed by other standards development organizations, the project shall be in compliance with the referenced or related standards.

I. Category Lead technical contact

Ms. Julie Binder Maitra, Standards Coordinator, jmaitra@fdgc.gov.

J. Project Resources and FGDC Involvement Statement

The FGDC Standards Web site (<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/index.html>) provides links to resources for materials development. Materials related to the GDM are available at <http://www.fgdc.gov/participation/working-groups-subcommittees/hswg/dhs-gdm/> and <http://gmo.traversetechnologies.com/>. The FGDC NSDI training material development guidance shall be used to develop training materials. The FGDC will provide initial tutorial and referral assistance as well as training at the FGDC CAP kick-off workshop or through other means.

The FGDC will assist with matching training requests received by the FGDC with CAP recipients geographically and by type of standard.

FGDC's Training and Education Team's training material development guidance is posted to: <http://www.fgdc.gov/training/nsdi-training-program/workspace/SME>.

The FGDC will collaborate closely with the recipients to enable them to meet the goals stated in their respective proposals. The FGDC will provide logistical and programmatic support to the extent FGDC resources allow. The FGDC will conduct a needs assessment to determine the best available date and content for the 2010 CAP Kick-off teleconference. The FGDC will conduct progress calls, intermediate to the interim and final reports, with the recipients. The FGDC will promote the outcomes of the awards through communication channels including the FGDC website.

K. Reporting

1. The category technical lead will host quarterly Web conferences to discuss project progress and other issues related to the category 6 projects.

2. Interim and final project reports are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>.
 - (a) For the submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.
 - (b) For content and format see Attachment I - Category 6: FGDC Standards Development and Implementation Assistance and Outreach Project Interim and Final Report Format
3. Financial reports are required; see **Section VI.B.** Administrative Project Requirements in the Introduction for further details.
4. Information about workshops prior to its occurrence should be posted to the FGDC Calendar, <http://www.fgdc.gov/calendar>.
5. Quarterly reports on workshop events are required. A template with the following information will be provided by the FGDC staff responsible for the collection of this information:
 - a) date of the workshop,
 - b) event – name of the venue hosting the workshop (e.g. conference name)
 - c) location of the workshop,
 - d) title of the workshop,
 - e) names of the customers by: Federal bureau name, State agency name, university/college and department name, etc.,
 - f) number of attendees, and
 - g) letters of recognition for the workshop to the awardee, publication articles regarding the workshop, external endorsement for the workshop.

L. Proposal Narrative

The project narrative is the document that will be evaluated and scored by the review panel. The maximum score is 100 points. Please limit to no more than 3000 words (about 5 pages using Times New Roman 12 point), not including letters of support, tables, maps, budget, and diagrams:

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip, web site address)
- (c) Collaborating organizations (organization, address)
- (d) Name of trainer or trainer's organization, if a training proposal.
- (f) FGDC standard in development or FGDC-endorsed standard selected for the project
- (g) Principal Investigator - name, telephone, fax, email
- (h) Other contact personnel - name, telephone, fax, email

- (i) Geographic scope or area
- (j) Previous CAP participation (awarded or submitted but not awarded)
- (k) A Short stand alone description of the project (limit to 200 words). Note this stand alone description for each awarded proposal will be posted on the FGDC Web site.

(1) Project Scope – Project Description (maximum 25 points)

Describe project, its steps, and partners/participants. Describe how the project contributes to the NSDI and conforms to appropriate standards. Identify the FGDC standard in development or FGDC-endorsed standard (excluding metadata standards, see category 1, or the Standard for a U.S. National Grid, FGDC-STD-011-2001) or GDM and all relevant standards. List organizations or target organizations and communities that will be served in the project.

For FGDC-endorsed standards implementation, the project scope will be evaluated on the relevance of the proposal to implementing an FGDC-endorsed standard and advancing the NSDI. For an FGDC standard in development, the project scope will be evaluated to determine if the proposed project will support advancing the project through the FGDC standards process by the end of the award period. For the GDM, the project scope will be evaluated to determine if the proposed implementation of the model enhances interoperability and information sharing among federal, state and local entities. Any proposal will be evaluated on the degree to which it addresses the information requested in this announcement.

(2) Technical approach (maximum 25 points)

Outline the steps, methodologies, and resources to be utilized in implementing the project. This includes facilities type, equipment, and supplies. Indicate the approach to the development of the training and/or implementation materials being produced. Indicate the method for utilization of the materials for implementation, training, and outreach.

The proposal evaluation will be based on the degree to which the applicant comprehends the tasks and procedures necessary to accomplish project objectives.

(3) Project Experience (maximum 25 points)

Describe experience, special qualifications and skills possessed necessary for performance of the project. If applicant is a previous NSDI CAP participant, please provide information describing previous effort, accomplishments, and agreement/award number.

Evaluation will be based on how completely and fully the narrative addresses experience, special qualifications, and skills possessed for successful completion of the proposed project by the end of the review period. Prior CAP participation is not a factor in this technical element. Note that institutions that have received NSDI CAP Category 6: FGDC Standards Implementation Assistance and Outreach assistance awards within the past three years re not eligible to receive a 2010 NSDI CAP award in this category.

(4) Commitment to Effort (maximum 20 points)

Describe the extent to which project results will continue or be sustained after the performance period. Memoranda of Understanding and/or letters of commitment from project partners, including *subject matter experts*, shall also be included. State, county, and local applicants shall include a letter of support from the State GIS Coordinator or similar authority. Notification of application with the USGS Geospatial Liaison (also know as State Liaison) is required. To identify your USGS Geospatial Liaison visit http://www.usgs.gov/ngpo/ngp_liaisons.pdf . Memoranda of Understanding, letters of commitment and/or letters of support should be attached to the project narrative. (Please refer to **Section IV.E.** in the Introduction for further information.)

Evaluation will be based on the applicants' ability to demonstrate that the project is participating in or supporting State or regional geospatial infrastructure strategies and plans are sought; in addition, the evaluation will be based on the engagement of subject matter experts in the proposed project.

(5) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

2010 NSDI CAP Category 7: Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government

A. Background

A primary goal of the National Spatial Data Infrastructure (NSDI) is to reduce redundancy and make available current and accurate geospatial data by leveraging data holdings across levels of government. Through activities of the National Geospatial Program (NGP), the U.S. Geological Survey (USGS) is working with Federal, State, Tribal, and local government agencies and the private sector to integrate transportation, structures, and boundaries geospatial data into a nationally consistent data model. Category 7 of the CAP seeks to document, share and promulgate best practices for integrating data across levels of government to serve as models that can be applied in other geographic areas.

Projects funded under this category are expected to document the relations, agreements, mutual benefits, incentives, data models, integration techniques, technologies and other pertinent information that facilitate the integration of geospatial data from local governments into an authoritative State data layer, which is then provided for integration into *The National Map* and for data discovery through the Geospatial One-Stop (GOS) portal. For Tribal entities, data collected and maintained at the local level would demonstrate integration into regional Tribal or statewide datasets that are further integrated into *The National Map* or other national holdings. The project will also initiate the expansion of the documented best practices in other geographic areas of interest to the project (for example, a practice piloted among a few counties is implemented in the remaining counties of a State) and/or with other data layers (practices determined for boundaries are applied to develop structures data sets), or with other local partners. Data aggregated and integrated through the project will be made available in a standardized and acceptable format for Federal use. Finally, to increase the dialog about these approaches in the larger geospatial community, the project will share results through national workshops, presentations and websites. This cooperative agreement is intended to assist organizations with transportation, boundaries and/or structures data to integrate local data updates into State and regional datasets and on into national datasets. Related data, Web services, and plans for data maintenance and backup procedures will be documented in a partnership agreement with the NGP and made available through the GOS portal, as appropriate.

B. Project Goals

The goal of this category is to begin institutionalizing practices that engage local agencies and Tribes in statewide or regional coordination efforts to build State Spatial Data Infrastructures (SSDIs) that feed into Federal data programs and advance the NSDI. The category is intended to assist organizations and consortia that are addressing issues of integrating and sharing geospatial data from local to State to national datasets to work together with the NGP to enhance, document, share and promulgate best practice arrangements that are supporting the development of *The National Map* and other national endeavors, and expand the current best practice to additional geographies, to additional data layers, or to include additional partner(s). Current effective efforts need to

be documented and shared so that they may serve as models for other communities considering such efforts. Participation is sought from those organizations that are building nested implementations involving transportation or structures or boundaries data, and who would consider documenting, promoting and expanding their best practices. Funds may help participants overcome impediments to participation and improvements to their data and services as part of the NSDI.

C. Project Results

- Projects funded under this category are expected to issue documentation that fully describes and demonstrates the relationships, contractual and non-contractual agreements, authoritative data source, vertical and horizontal integration, incentives, mutual benefits, accepted data models, technologies and other pertinent information that have provided for the institutionalization of the best practice.
- The project will seek to promulgate best practices by expanding their application in additional geographic areas, in different data themes, or with additional partner(s).
- The project participants will communicate best practices regionally and nationally. A presentation at an appropriate national conference (such as NSGIC) with participation from all awardees will be coordinated by NGP. Additional presentations at the local and regional level are expected as well as web-based and/or written publication.
- The resulting aggregated data layer(s) are available and accessible in an NGP approved format in the public domain for unlimited viewing, downloads, and unrestricted use and redistribution. Participants are expected to allow their map services and metadata to be featured on the GOS portal.
- Mechanism for automated transfer of data to *The National Map* centralized data bases is explored and demonstrated, working with USGS vector Product and Service Lead and with the National Geospatial Technical Operations Center.
- The data themes of interest for the 2010 Category 7 CAP awards are transportation or structures or boundaries data, or any combination thereof.

D. Applicant Eligibility

1. Organizations (State or local government, regional consortia, academia, private sector, non-profit and Tribal organizations) or consortia of organizations may apply for this category.
2. A letter of support from a State or regional GIS council or equivalent coordination group is encouraged.
3. A letter of support from the USGS geospatial liaison assigned to the geographic area is encouraged.
4. The applicant must demonstrate their ability to develop or advance best practices that develops, maintains, updates, and makes available data in support of the NSDI through a nested solution of local to State/regional to national data layer, and demonstrate a commitment to enhance and expand the current best practice as described.
5. The applicant must provide a communication plan to share the results of the project regionally and nationally.

6. Institutions that have received NSDI CAP Category 7: Demonstration of Geospatial Data Partnerships across Local, State, and Federal Government assistance award in 2009 are not eligible to receive a 2010 NSDI CAP Category 7 award.

E. Funding Amount and In-Kind Match

1. Federal Assistance

Up to \$75,000 will be obligated to individual projects under this category.

2. Applicant In-Kind Resource Match

A minimum 50% match is required. Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. Up to 15 percent of an in-kind match can be in the form of the value of expanded geospatial data holdings to be offered. (USGS understands that the value of data provided is likely to be much higher.) Other Federal grant funds cannot be used for matching. Applicant must document the amount and type of in-kind resource that will be contributed to the fulfillment of the project goals. See **Section IV.D.** in the Introduction for more details and for in-kind match calculation.

For the maximum award of \$75,000, the required 50% in-kind match is \$37,500.

F. Funded Activities

1. Activities that develop or advance best practices to ensure success and to expand to adjacent geographies or to an additional data layer, such as organizing and integrating data and metadata, providing incentives for participation, implementing procedures for data integration and maintenance, and providing access to data for integration into *The National Map* and through a recognized portal such as the Geospatial One-Stop.
2. Reasonable expenses for hardware and software that are dedicated to the project and its sustainability are allowed if they are fully justified. Data collection will NOT be funded through this announcement.
3. Activities required to collect, organize and document information that describes the best practice.
4. Activities required to promote best practices for implementing a Tribal or local to State to national nested approach to data integration and sharing. Category 7 CAP award participants are required to formally present the documented details of their best practice, minimally, at one local, one State/regional, and one national event, and in at least one GIS journal or newsletter or web-based publication. Web-based promotion will be coordinated with NGP for inclusion in Partnership and External Communication web presence. The one required national presentation will be coordinated among the awardees by NGP. The applicant is requested, if necessary, to budget sufficient funds to travel to the meetings, workshops or conferences. The National Geospatial Program Office requests that this information be shared for its purposes.

G. Partnership and Collaboration Requirement

Partnerships with other organizations or other administrative units to ensure coordination and success of the nested local to State to federal model are required. Partnerships, both formal and informal, among organizations to leverage limited geospatial data resources, are seen as primary building blocks for the NSDI.

Proposals demonstrating support and/or collaboration with State or regional spatial data strategic plans or councils are sought under this announcement.

H. Applicable Standards

Projects must be in conformance with the standards, specifications, and guidelines below:

1. Open GIS Consortium-(OGC-)compliant Web Mapping Service (WMS) (version 1.1.1 or later), <http://www.opengeospatial.org/standards/wms>.
2. FGDC Content Standard for Digital Geospatial Metadata, Version 2 (CSDGM), FGDC-STD-001-1998 or the North American Profile of ISO 19115 Geospatial Information: Metadata using draft North American Profile of Technical Specification 19139, <http://www.fgdc.gov/metadata/geospatial-metadata-standards>.
3. Geospatial Positioning Accuracy Standard, Part 3, National Standard for Spatial Data Accuracy (FGDC-STD-007.3-1998), http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/index_html.
4. Geographic Information Framework Data Standard (FGDC-STD-014), <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/framework-data-standard/framework-data-standard-part5>.
5. For the theme model and content specifications, see
Boundaries: <http://nationalmap.gov/boundaries.html>
Transportation: <http://nationalmap.gov/transport.html>
Structures: <http://nationalmap.gov/structures.html>

If the applicant anticipates offering additional Web services, consult with USGS Geospatial Liaisons (also know as State Liaisons) to discuss relevant standards to be used. A list of liaisons can be found at http://www.usgs.gov/ngpo/ngp_liaisons.pdf.

I. Category Lead Technical Contact

Tracy Fuller, USGS Central Region NSDI Partnership Office Chief, email: tfuller@usgs.gov

J. Project Resources

The USGS will provide through its Web site <http://www.usgs.gov/ngpo> information on *The National Map*, Geospatial One-Stop and NSDI as well as contact information for USGS Geospatial Liaison personnel at the State level.

Applicants are encouraged to contact USGS Geospatial Liaisons for questions on activities in their States and about participation in the CAP program.

The category technical lead will host quarterly Web conferences to discuss project progress and other issue related to the category 7 projects.

The USGS will provide technical advice on implementing data exchange for integration into *The National Map* and for registration to GOS.

Acceptable feature names are available Geographic Names Information System, <http://geonames.usgs.gov>.

K. USGS Involvement Statement

The FGDC will collaborate with the recipients to enable them to meet the goals stated in their respective proposals. The FGDC/USGS will conduct a needs assessment to determine the best available date and content for the 2010 CAP Kick-off Web/teleconference. Through the local USGS Geospatial Liaison and the Category 7 lead, the FGDC will monitor via quarterly teleconferences and reports the milestones and accomplishments of the work performed as part of the agreements. The local USGS Geospatial Liaison and technical specialists within the National Geospatial Program will review any data deliverables submitted to ensure compatibility of GIS data formats and content standards as described in the original proposals. The FGDC will promote the outcomes of the awards through communication channels including the FGDC website.

L. Reporting

1. Interim and final project reports documenting activities and outcomes are required and will be posted on the FGDC Web site, <http://www.fgdc.gov/grants>. Documentation will describe current best practice approaches used for integrating, maintaining, and updating data, encouraging participation, managing operations and plans for keeping data current, and other best practices that can be followed by others for adoption.
 - a. For the submission schedule see **Section VI.B.** Administrative Project Requirements in the Introduction.
 - b. For content and format see Attachment J – Category 7: Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal Government Report Format.
2. Financial reports are required, see **Section VI. B.** Administrative Project Requirements in the Introduction for more details.

M. Project Narrative

The project narrative is the document that will be evaluated by the review panel. The maximum possible score is 100 points. Please limit narrative to approximately 3000 words (about 5 pages using Times New Roman 12 point) not including letters of support, tables, maps, and diagrams.

Please submit narratives that are clearly and plainly stated. The narrative must also be focused on the planned activities and be concise, but described in sufficient detail to

provide the reviewers with a full understanding of the project. It is appreciated if proposals follow the format listed below.

(0) Proposal Summary—Mandatory (0) points

Please provide information on the following items, as appropriate. Proposals without a complete summary may be disqualified.

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip, web site address)
- (c) Relevant National Digital Geospatial Clearinghouse node address (if any)
- (d) Principal Investigator: name, telephone, email
- (e) Collaborating organizations (organization, address)
- (f) Other key contact personnel: name, telephone, email
- (g) Geographic scope
- (h) Previous CAP participation (awarded or submitted but not awarded)
- (i) A Short stand alone description of the project (limit to 200 words). Note this stand alone description for each awarded proposal will be posted on the FGDC Web site.

(1) Project Scope: (30 points)

Provide a project plan, to include the scope of project, a description and measured area of the geographic area of interest, and the intended activities that would facilitate and foster documentation, promotion and expansion of a best practice that aggregates Tribal or local data layers to a State transportation, structures, or boundary data layer that is acceptable and available for integration into a national database. Describe the elements of the best practice that will be documented. Describe the efforts that will be undertaken to promote the methods and benefits of the best practice. Discuss the anticipated expansion to adjacent geographies or to an additional data layer. Describe the aggregated data layer(s) including feature content, attribution, data model and format, how the participant will ensure that the layer(s) meet an approved Federal data standard, and how the layer(s) will be made accessible to *The National Map* and GOS. Identify the organizations involved and their roles and commitments to the project. Identify any other applications or services anticipated to be developed through the project. Clearly identify the intended outcomes of the project.

Evaluation will be based on the degree to which the applicant's plan demonstrates an acceptable current practice as described and a comprehension of the tasks and procedures necessary to accomplish project objectives.

(2) Organizational and Managerial Capacity (20 points)

Describe the management plan for the activity, including the nature of the applicant's organization (e.g. single organization or consortium) and its formally documented relationships with other participants in the project. Describe the applicant's ability and experience in managing key aspects of projects such as the one proposed, including the functions of geospatial data maintenance and integration, access, and management; coordination, executive guidance; financial and other resource management; and monitoring and responding to users (for more information, see the first half of

<http://www.fgdc.gov/framework/handbook/organization>). Identify the portion of the organization's budget that is represented by the amount requested. Briefly describe the organization's or consortium's outlook for sustained operation in the next three years, and identify how the outcomes of the project fit the business plans and benefits anticipated by the partners or customers of the applicant. A letter of support from the USGS Geospatial Liaison (also known as State Liaison) is encouraged. To identify your USGS Geospatial Liaison visit http://www.usgs.gov/ngpo/ngp_liaisons.pdf. Memoranda of Understanding, letters of commitment and/or letters of support from State or regional GIS council or equivalent coordination groups are also encouraged. The letters should be attached to the project narrative. (Please refer to **Section IV.E.** in the Introduction for further information.)

Evaluation will be based on the degree to which the applicant demonstrates ability to manage a sustained geospatial data project that involves characteristics of data sharing and data integration.

(3) Related Experience of Project Team (15 points)

Describe the team's current level of activities and involvement in coordinating, documenting, and promoting nested local to State to national data layer sharing opportunities. Describe experience with USGS topographic mapping and partnership activities, especially digital data activities that contribute to the NSDI. Indicate if the proposal supports State or regional GIS infrastructure objectives, coordination with State or regional GIS coordination groups or their equivalents, and their implementation plans.

Evaluation will be based on the applicant's level of experience developing a nested approach to data sharing associated with USGS or NSDI endeavors in coordination with objectives of a State or regional GIS coordination group. Note that institutions that have received NSDI CAP Category 7: Demonstration of Geospatial Data Partnerships across Local, State, and Federal Government assistance award in 2009 are not eligible to receive a 2010 NSDI CAP Category 7 award.

(4) Data Gathering, Documenting and Promotion Capacity (15 points)

Describe your capacity to work among the appropriate partners engaged in the current best practice to gather accurate best practice information. Describe activities that demonstrate capability to promote the technical and non-technical elements of the best practice, showing an understanding of the relationships, agreements and technologies used. Demonstrate capacity to formally organize, lead or participate in presenting and promoting GIS.

Evaluation will be based on the degree to which the applicant demonstrates capability to document and promote GIS best practices.

(5) Enhancing and Expanding the Current Best Practice Capacity (15 points)

Describe your current best practice effort within the context of nested local to State to national GIS data sharing capabilities for collaborative data maintenance, data integration, data update, and data sharing that make the project a candidate for this award.

Describe plan to enhance the current best practice to ensure success at Tribal or local, State and national level. Describe plan to expand the current best practice effort to adjacent geographies or to an additional data layer. In addition, if hardware and software are to be acquired under this announcement please describe it and justify its function to the project.

Evaluation will be based on the degree to which the applicant will enhance and expand the current nested data sharing activity.

(6) Budget Breakdown (maximum 5 points)

Appropriateness and reasonableness of the budget. This factor considers whether the proposed budget is commensurate with the level of effort needed to accomplish the project objectives and whether the cost of the project is reasonable relative to the value of the anticipated results.

Please provide a detailed budget breakdown for the project as an attachment to the proposal narrative. Include the following categories of information, separating the CAP funds from the in-kind match:

- Salaries and Wages
- Fringe Benefits
- Field Expenses
- Other Direct Cost Line Items
- Total Direct Charges
- Indirect Charges (Overhead)

Please refer to **Section IV.D.** in the Introduction and **Attachment C** for complete information.

N. Data Theme(s) and Goals for Data Characteristics

The data themes of interest for the 2010 Category 7 CAP awards are transportation, structures and boundary. Road centerlines are of primary interest within the transportation layer. Primary structures features include schools, hospitals, fire stations, law enforcement, prisons and jails, urgent care centers, places of worship, and emergency management services. Primary boundary interest is governmental units. Characteristics of data currentness and positional accuracy are provided as goals. Data promoted in both the current best practice and in the expansion effort must improve (be more current, accurate, etc.) on those already available in *The National Map*.

The minimum information content is descriptive information such as feature type or classification information and a geographic name. For road data, street name and address range, connectivity and linear reference information is desired. Official GNIS names implementation is to be supported for structures and boundary features. Commonly-used unique feature identifiers also are of interest. Addition information can be found in the Geographic Information Framework Data Content Standard Web page,

<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/framework-data-standard/framework-data-standard-part5>.

Two types of geographic areas are of special interest. For urban areas (see Section O), the local data being integrated to larger coverage areas should have the currentness and positional accuracy qualities typically sought by local governments. Nested data covering large areas (for example, large Tribal lands, large regions within States, States, or groups of States) should meet the positional accuracy standards of USGS primary topographic map series (typically 1:24,000-scale; 1:63,360-scale in Alaska). The following table provides minimum (that is, data should be no worse than these measures) goals for these two classes of data:

Minimum (“no worse than”) Goals for Resolution, Accuracy, and Currentness				
	Urban Areas (see Section O)		Large Areas	
Data Theme	Minimum Resolution or Accuracy¹	Minimum Currentness²	Minimum Resolution or Accuracy¹	Minimum Currentness²
Transportation	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for Alaska	Two years
Structures	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for Alaska	Two years
Boundaries	4.68 meters horizontal accuracy	Two years	13.90 meters horizontal accuracy; 36.69 meters horizontal accuracy for Alaska	Two years

Data should be in the North American Datum of 1983; elevation data in the North American Vertical Datum of 1988.

¹ Accuracy statement based on Geospatial Positioning Accuracy Standard, Part 3, National Standard for Spatial Data Accuracy (FGDC-STD-007.3-1998, <http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/index.html>). For horizontal accuracies (95% confidence level), 3 meters is commensurate with 1:3,075-scale maps under the National Map Accuracy Standard, 4.68 meters with 1:4,800-scale maps, 13.90 meters with 1:24,000-scale maps, and 36.69 meters with 1:63,360-scale maps. For vertical accuracy (95% confidence level), 0.73 meter is commensurate with a four-foot contour interval under the National Map Accuracy Standard.

² Estimated currentness of the data at the date of service initiation; that is, the data served reflects the ground condition sometime during the two (or five) years prior to the start of service through *The National Map*. (Note that for themes in which the ground changes rarely, older data might meet this condition.)

Other requirements:

- 1) The data provided should primarily be available in the public domain for unlimited viewing, limited downloads (limited by data volume restrictions), and unrestricted use and redistribution. If local data are restricted, the integrated State or regional dataset should be available for integration into a USGS database which in itself can be made available for public viewing and download access,
- 2) USGS may incorporate data provided into its national databases; in particular, activities that include geographic names for structures must result in data being incorporated into the Geographic Names Information System.

O. Urban Areas

Local data integrated into a State or regional dataset from any jurisdictions will be considered for this award. However, USGS is committed to prioritizing some efforts toward “Urban areas” of interest that are the geographic area for the urbanized area³ or urban cluster⁴ as delineated by the Bureau of the Census from the 2000 Census. So inclusion of data for any of the places listed below is desired and should be promoted in the proposal. Coverage for an area larger than that delineated by the Bureau of the Census may be proposed by the applicant.

Albany, NY	Fresno, CA	Orlando, FL
Albuquerque, NM	Grand Rapids, MI	Oxnard, CA
Allentown-Bethlehem, PA-NJ	Greensboro-Winston Salem, NC	Palm Bay-Melbourne, FL
Amarillo, TX	Harrisburg, PA	Pensacola, FL-AL
Anchorage, AK	Hartford, CT	Philadelphia, PA-NJ-DE-MD
Atlanta, GA	Helena, MT	Phoenix-Glendale-Mesa, AZ
Augusta, ME	Honolulu, HI	Pierre, SD
Augusta-Richmond County, GA- SC	Houston, TX	Pittsburgh, PA
Austin, TX	Huntsville, AL	Portland, OR-WA
Bakersfield, CA	Indianapolis, IN	Poughkeepsie-Newburgh, NY
Baltimore-Annapolis, MD	Jackson, MS	Providence, RI-MA
Barre-Montpelier, VT	Jacksonville, FL	Raleigh-Durham, NC
Baton Rouge, LA	Jefferson City, MO	Reno, NV
Birmingham, AL	Juneau, AK	Richmond, VA
Bismarck, ND	Kansas City, MO-KS	Riverside-San Bernardino, CA
Boise City, ID	Knoxville, TN	Rochester, NY
Boston, MA-NH-RI	Lancaster, PA	Sacramento, CA
Bridgeport-Stamford, CT-NY	Lansing, MI	Salem, OR
Buffalo, NY	Las Vegas, NV	Salt Lake City-Ogden, UT
Cape Coral, FL	Lexington, KY	San Antonio, TX
Carson City, NV	Lincoln, NE	San Diego, CA
Charleston, WV	Little Rock, AR	San Francisco-Oakland-San Jose-
Charleston-North Charleston, SC	Los Angeles-Glendale-Long Beach-	Fremont, CA
Charlotte, NC-SC	Huntington Beach-Santa Ana-Anaheim,	San Juan, PR
Chattanooga, TN-GA	CA	Santa Fe, NM
Cheyenne, WY	Louisville, KY-IN	Sarasota-Bradenton, FL
Chicago, IL-IN	Lubbock, TX	Scranton, PA
Cincinnati, OH-KY-IN	Madison, WI	Seattle-Tacoma, WA
Cleveland-Akron, OH	McAllen, TX	Shreveport, LA
Colorado Springs, CO	Memphis, TN-MS-AR	Spokane, WA-ID
Columbia, SC	Miami-Ft. Lauderdale, FL	Springfield, IL
Columbus, GA-AL	Milwaukee, WI	Springfield, MA-CT
Columbus, OH	Minneapolis-St. Paul, MN	St. Louis, MO-IL
Concord, NH	Mission Viejo, CA	Stockton, CA

³ The Bureau of the Census defines an urbanized area as consisting of a central place(s) and adjacent territory with a general population density of at least 1,000 people per square mile of land area that together have a minimum residential population of at least 50,000 people.

⁴ The Bureau of the Census defines an urban cluster as a densely settled territory that has at least 2,500 people but fewer than 50,000.

Category 7

Corpus Christi, TX
Dallas-Fort Worth-Arlington-Garland-
Irving, TX
Dayton, OH
Denver-Aurora, CO
Des Moines, IA
Detroit-Warren, MI
Dover, DE
El Paso, TX-NM
Flint, MI
Fort Wayne, IN
Frankfort, KY

Mobile, AL
Modesto, CA
Montgomery, AL
Nashville, TN
New Haven, CT
New Orleans-Metairie, LA
New York-Newark, NY-NJ-CT
Norfolk-Chesapeake-Newport News-
Virginia Beach, VA
Oklahoma City, OK
Olympia, WA
Omaha, NE-IA

Syracuse, NY
Tallahassee, FL
Tampa-St. Petersburg, FL
Toledo, OH-MI
Topeka, KS
Trenton, NJ
Tucson, AZ
Tulsa, OK
Washington-Arlington, DC-VA-MD
Wichita, KS
Worcester, MA-CT
Youngstown, OH-PA

General Provisions

This information applies to awarded cooperative agreements.

A. Office of Management and Budget (OMB) Circulars

By accepting Federal assistance, your organization agrees to abide by the applicable OMB Circulars in the expenditure of Federal funds and performance under this program. However, States can propose other circulars in their proposal if these circulars are not applicable. Copies of these Circulars can be obtained from the Internet at: <http://whitehouse.gov/omb/circulars/index.html>.

Cost Principles, Audit, and Administrative Requirements

The Recipient shall be subject to the following OMB circulars and regulations, which are incorporated herein by reference. Copies of these Circulars can be obtained from the Internet at: <http://www.whitehouse.gov/omb/circulars/index.html>.

Educational Institutions

- a. 2 CFR 220, Cost Principles for Educational Institutions (OMB Circular No. A-21)
- b. OMB Circular No. A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, hospitals, and Other Non-profit Organizations, as implemented in 2 CFR 215 and 43 CFR Part 12, Subpart F
- c. OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations, as implemented in 43 CFR Part 12, Subpart A: Administrative and Audit Requirements and Cost Principles for Assistance Programs

State and Local Governments

- a. 2 CFR 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- b. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments; as implemented in 43 CFR Part 12, Subpart C
- c. OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations, as implemented in 43 CFR Part 12, Subpart A: Administrative and Audit Requirements and Cost Principles for Assistance Programs

Non-Profit Organizations

- a. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), except recipients listed in Appendix C to Part 230 are subject to Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations (Contract Cost Principles and Procedures)
- b. OMB Circular No. A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, hospitals, and Other Non-profit Organizations, as implemented in 2 CFR 215 and 43 CFR Part 12, Subpart F
- c. OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations, as implemented in 43 CFR Part 12, Subpart A: Administrative and Audit Requirements and Cost Principles for Assistance Programs

Organizations for Profit, Individuals, and Others Not Covered Above

- a. Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations (Contract Cost Principles and Procedures)

b. OMB Circular No. A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, hospitals, and Other Non-Profit Organizations, as implemented in 2 CFR 215 and 43 CFR Part 12, Subpart F,

c. FAR Subpart 42.1, Contract Audit Services; FAR Subpart 42.7, Indirect Cost Rates; FAR Subpart 42.8, Disallowance of Costs

B. Additional Regulations

This award is subject to the following additional Government-wide regulations:

- 2 CFR 180, Government Debarment and Suspension (Non-procurement)

This award is subject to the following additional regulations of the U.S. Department of the Interior:

- 43 CFR Part 12, Subpart D: Government Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug Free Workplace.
- 43 CFR Part 12, Subpart E: Buy American Requirements for Assistance Programs
- 43 CFR Part 17, Subpart A: Nondiscrimination of the Basis of Race, Color, or National Origin
- 43 CFR Part 17, Subpart B: Nondiscrimination of the Basis of Handicap
- 43 CFR Part 17, Subpart C: Nondiscrimination of the Basis of Age
- 43 CFR Part 17, Subpart E: Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of the Interior.
- 43 CFR Part 18, New Restrictions on Lobbying
- 43 CFR Part 41, Nondiscrimination on the basis of sex in education programs or activities receiving Federal financial assistance [*Applies only if this award provides assistance to an education program or student(s).*]

--- End of General Provisions---

Special Terms and Conditions for USGS Cooperative Agreements

This information applies to awarded cooperative agreements.

1. Cooperative Agreement Administration

This cooperative agreement will be administered by:

U.S. Geological Survey
Office of Acquisition and Grants
Desiree Santa, Grants Specialist
12201 Sunrise Valley Drive, MS 205
Reston, VA 20192

Written communication shall make reference to the Cooperative Agreement award number and shall be mailed to the address above.

2. Consideration

- A. The Recipient's proposal, as identified in the award document on Page 1, block 6, is incorporated by reference. The total estimated cost of the USGS share for the performance of the cooperative agreement is the Federal Share amount indicated in block 8 of the award document. Costs hereunder shall in no event exceed that amount.
- B. Prior approval of the Contracting Officer (CO) is not required for transfer of funds between direct cost categories when the cumulative amount of the transfers during the performance period does not exceed ten (10) percent of the total USGS cash award. Prior written approval is required from the CO for transfers in excess of the ten (10) percent limitation.

3. Method of Payment

- 1) Until APRIL 1, 2010 (or until notified by the Contracting Officer), the U. S. Geological Survey (USGS) is using the Department of Health and Human Services (HHS) Payment Management System (PMS) to provide electronic invoicing and payment for assistance award recipients.

- (i) The Recipient agrees that it has established or will establish an account with PMS. With the award of each grant/cooperative agreement, a sub-account will be set up from which the Recipient can draw down funds. The sub-account number will be shown in Block 4 of the face page of each award or modification.

- (ii) Instructions for obtaining payments will be provided to the recipients by HHS. Inquiries regarding payment should be directed to:

Division of Payment Management
Department of Health and Human Services
P. O. Box 6021
Rockville, MD 20852

www.dpm.psc.gov

Raynette Robinson -- (301) 443-9180

- 2) On and after APRIL 1, 2010 (or as notified by the Contracting Officer), the USGS is using the Department of the Treasury Automated Standard Application for Payments (ASAP) to provide electronic invoicing and payment for assistance award recipients.

- (i) The Recipient agrees that it has established or will establish an account with ASAP. With the award of each grant/cooperative agreement, a sub-account will be set up from which the Recipient can draw down funds. The sub-account number will be shown in Block 4 of the face page of each award or modification.

- (ii) Instructions for obtaining payments will be provided to the recipients by ASAP. Inquiries regarding payment should be directed to:

www.asap.gov

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

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

4. Definitions

A. Cooperative Agreement

A cooperative agreement is the legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State or local government or other recipient to accomplish a public purpose of support, or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal Government; and **substantial** involvement is anticipated between the executive agency, acting for the Federal Government, and State or local government or other recipient during performance of the activity.

B. Grant Agreement

A grant agreement is the legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever the principal purpose of the relationship is the transfer of money, property, services, or anything of value to the State or local government or other recipient in order to accomplish a public purpose of support or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, of property or services for the direct benefit or use of the Federal Government; and **no substantial** involvement is anticipated between the executive agency, acting for the Federal Government, and the State or local government or other recipient during performance of the contemplated activity.

C. Principal Investigator

Cooperative Agreements are awarded to Institutions, not to the Principal Investigators. The “recipient” is the Institution where the funds will be going to. The Principal Investigator is the individual designated by the Recipient (and approved by the USGS) who is responsible for the technical direction of the research project. The Principal Investigator cannot be changed or become substantially less involved than was indicated in the Recipient's proposal, without the prior written approval of the Administrative Contracting Officer.

D. Project Officer/ NSDI CAP Coordinator

The Project Officer is the NSDI CAP Coordinator. The coordinator works closely with the recipient to ensure that all technical requirements are being met but does not have the authority to issue any technical direction which constitutes an assignment of additional work outside the scope of the award; in any manner causes a change in the total cost or the time required for performance of the award; or changes any of the terms, conditions, or general provisions of the award. The coordinator works with the CAP Category Leads who define the category goals and lead the reviews of the proposals.

The Project Officer/NSDI CAP Coordinator is Brigitta Urban-Mathieux, Federal Geographic Data Committee MS 590 National Center, Reston, VA 20192.

E. Contracting Officer (CO)

Contracting officers are individuals who have been delegated in writing by the USGS Office of Acquisition and Grants as the sole authority designated to obligate Federal funds and create terms and conditions of awards. They are the only individuals who have authority to negotiate, enter into, and administer awards resulting from this announcement. Contracting officers have responsibility to ensure the effective use of Federal funds.

Functions of the contracting officer include, but are not limited to:

- (1) Issuing the grant/cooperative agreement program announcement in coordination with the grants program manager.
- (2) Receiving grant/cooperative agreement proposals and related documents in response to a grant program announcement. The contracting officer as receiving official shall mark all proposals with a control number and the date officially received. She shall notify each applicant of the receipt of its proposal.
- (3) Approving the grant/cooperative agreement program’s Technical Evaluation Plan, which describes in detail the evaluation process for a competitive grant/cooperative agreement program. The contracting officer shall ensure the openness and fairness of the evaluation and selection process.
- (4) Serving in an advisory capacity at peer review panel meetings. She shall interpret grant /cooperative agreement management policies to panel members.
- (5) Notifying grant/cooperative agreement program applicants whether or not they were selected for funding or of any other disposition of their application.
- (6) Negotiating, as necessary, the final grant/cooperative agreement budget.
- (7) Issuing grant/cooperative agreement awards and revisions to awards.
- (8) Receiving all requests for changes to an award. The contracting officer shall serve as the mandatory control point for all official communications with the grantee/awardee which may result in changing the amount of the grant/cooperative agreement, the grant/cooperative agreement budget, or any other terms and conditions of the grant.
- (9) Receiving financial reports required by the terms and conditions of the award.
- (10) Closing out grant/cooperative agreement awards when all applicable award requirements have been complied with.

The contracting officer for this cooperative agreement will be Desiree Santa, U.S. Geological Survey, Office of Acquisition and Grants, 12201 Sunrise Valley Drive, MS 205, Reston, VA 20192.

5. Reporting Requirements.

A. The Recipient is required to submit the following reports or documents:

Report/ Document	No. of Copies and Method of Transmittal	Submit To	When Due
Interim Technical Report	Submitted by email attachment	Project Officer	6 months after project start date
Final Technical Report	Submitted by email attachment	Project Officer	within 90 days after completion of project
Quarterly and Final Financial Reports	See Section 5.C below	See Section 5.C below	See Section 5.C. below

B. **Report preparation instructions.** The Recipient shall prepare the reports/documents in accordance with the following instructions:

- (1) **Interim Technical Project Report.** The Recipient is required to submit an Interim Project Report six months after the start of the project date. Interim report should be submitted as an attachment by email to the NSDI CAP Coordinator. See the CAP Administration Web page for the suggested report content at: <http://www.fgdc.gov/grants/CAPAdministrativeGuidance>
- (2) **Annual and/or Final Technical Project Report.** These reports should be submitted as an attachment by email to the NSDI CAP Coordinator. See the CAP Administration Web page for the suggested report content at <http://www.fgdc.gov/grants/CAPAdministrativeGuidance> . The final project report is due within 90 days of the end date of the project.

C. CASH MANAGEMENT AND FINANCIAL REPORTING REQUIREMENTS

1. QUARTERLY FEDERAL FINANCIAL REPORT

STANDARD FORM 272, FEDERAL CASH TRANSACTIONS REPORT (or its successor SF 425, Federal Financial Report) is required quarterly for each PMS/ASAP subaccount. Quarterly reports are due 45 days after the end of each fiscal quarter until the final Federal Financial Report is submitted. Instructions for submitting SF 272/SF 425 can be found at the PMS website:

http://www.dpm.psc.gov/grant_recipient/psc_272_reports/psc_272_reports.aspx?explorer.event=true

On and after APRIL 1, 2010 (or as notified by the Contracting Officer), the SF 425 Federal Financial Report must be submitted by mail to the Contracting Officer at the address shown in Block 5 of the assistance award form.

If after 45 days, recipient has not submitted a report, the account will be placed in a manual review status. Funds may be withheld for accounts with delinquent reports.

2. FINAL FEDERAL FINANCIAL REPORT

- a. The recipient will liquidate all obligations incurred under the award and submit a final STANDARD FORM 425, FEDERAL FINANCIAL REPORT (which replaces the current SF 269, Financial Status Report) no later than 90 calendar days after the grant/cooperative agreement completion date. Recipient will promptly return any unexpended federal cash advances or will complete a final draw from PMS/ASAP to obtain any remaining amounts due. Once 120 days has passed since the grant/agreement completion date, the PMS/ASAP subaccount for this award may be closed by USGS at any time.
- b. Subsequent revision to the final SF 425 will be considered only as follows -
 - (i) When the revision results in a balance due to the Government, the recipient must submit a revised final Federal Financial Report (SF 425) and refund the excess payment whenever the overcharge is discovered, no matter how long the lapse of time since the original due date of the report.
 - (ii) When the revision represents additional reimbursable costs claimed by the recipient, a revised final SF 425 may be submitted to the Contracting Officer with an explanation. If approved, the USGS will either request and pay a final invoice or reestablish the PMS/ASAP subaccount to permit the recipient to make a revised final draw. Any revised final report representing additional reimbursable amounts must be submitted no later than 1 year from the due date of the original report, i.e., 15 months following the agreement completion date. USGS will not accept any revised SF 425 covering additional expenditures after that date and will return any late request for additional payment to the recipient.

Adherence to reporting requirements.

A recipient's failure to submit the required reports/documents, in a timely manner, may result in the withholding of payment, in termination of the award, or in delay or non-issuance of a new award.

6. **Adherence to Original Project Objective and Budget Estimate**

- A. Any commitments or expenditures incurred by the recipient in excess of the funds provided by this award shall be the responsibility of the recipient. Expenditures incurred prior to the effective date of this award cannot be charged against award funds unless provided for in this award.
- B. **The following requests for change require advance written approval by the Contracting Officer shown on the award document. Your request must be submitted directly to the Contracting Officer at least 30 calendar days prior to the requested effective date of the change:**
 - (1) Changes in the scope, objective, or key personnel (Principal Investigator) referenced in the recipient's proposal.
 - (2) Transfer of funds between direct cost categories when the cumulative amount of transfers during the project period exceeds 10 percent of the total award.
 - (3) Foreign travel not approved at time of award.

- (4) Acquisition of nonexpendable personal property (equipment) not approved at time of award.
- (5) Change in project period. The recipient shall include in the request the cause of the needed extension, a description of remaining work to be completed, the proposed date of completion, the amount of funds remaining, and a revised budget for the remaining funds. If all funds have been disbursed to the recipient, this must be indicated in the request. **No-cost extensions are discouraged.** Applicants should consider their time commitments at the time of application for a cooperative agreement. Requests for no-cost extensions will be considered on a case-by-case basis. The USGS reserves the right to limit the length of time and number of no-cost extensions. A request for an extension that is received by the Administrative Contracting Officer after the expiration date shall not be honored. Only one no-cost extension may be granted.
- (6) Creation of any direct cost line item not approved at time of award.
- (7) Any other significant change to the award.
- C. The Contracting Officer will notify the recipient in writing within 30 calendar days after receipt of the request for revision or adjustment whether the request has been approved.
- D. No additional funds will be given once the assistance award has been made.
7. **Nonexpendable Personal Property**
Title to nonexpendable personal property acquired wholly or in part with Federal funds shall be vested in the recipient unless otherwise specified in the award document. The recipient shall retain control and maintain a property inventory of such property as long as there is a need for such property to accomplish the purpose of the project, whether or not the project continues to be supported by Federal funds. When there is no longer a need for such property to accomplish the purpose of the project, the recipient shall use the property in connection with other Federal awards the recipient has received. Under no circumstances shall title to such property be vested in a sub-tier recipient. Disposal of nonexpendable personal property shall be in accordance with the applicable OMB circular.
8. **Record Retention Period**
Unless a longer period is requested by the award, a recipient shall retain all records for 3 years after the end of the project period for which it uses USGS award funds.
9. **Pre-agreement Costs**
Pre-agreement costs are not authorized under this program. Costs must be obligated during the project period.
10. **Metric Conversion Requirements**
All progress and final reports, other reports, or publications produced under this award shall employ the metric system of measurements to the maximum extent practicable. Both metric and inch-pound units (dual units) may be used if necessary during any transition period(s).
- However, the recipient may use non-metric measurements to the extent the recipient has supporting documentation that the use of metric measurements is impracticable or is likely to cause significant inefficiencies or loss of markets to the recipient, such as when foreign competitors are producing competing products in non-metric units.
11. **Violation of Award Terms**
If a recipient materially fails to comply with the terms of the award, the Contracting Officer may suspend, terminate, or take such other remedies as may be legally available and appropriate in the circumstances.
12. **Award Closeout**
Awards will be closed out once all requirements have been met. Technical and financial reports must be submitted on time as specified in Item 5 of these Special Terms and Conditions. Failure to adhere to the reporting requirements may result in the non-payment of your final award invoice or in other adverse action.
13. **Partnership with Recipients/Cooperators**
The U.S. Geological Survey, through its Federal cooperative agreement awards, will collaborate with universities, Federal, State, local and Tribal governments, and private organizations and businesses to provide relevant, timely, objective knowledge and information on natural resources, hazards and the environment.

14. Buy American Act Requirements

Notice: Pursuant to Section 307(b) of the Department of the Interior (DOI) and Related Agencies Appropriations Act, FY 2000, Public Law 106-113, please be advised on the following:

In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in FY 2000 and thereafter, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

15. Anti-Lobbying Requirements

The recipient shall not use any part of the Department of Interior provided hereunder for any activity or the publication or distribution of literature that in any way tends to promote public or opposition to any legislative proposal on which Congressional action is not complete.

16. Seat Belt Provision

The recipient of cooperative agreements and/or sub-awards is encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriated programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

17. No Endorsement Provision

Paragraph (B) applies to all awards. The remainder of this provision applies only when:

- *the principal purpose of the agreement is a partnership where the recipient/partner contributes resources to promote agency programs or publicize agency activities, assists in fundraising, or provides assistance to the agency; and*
 - *the agreement authorizes joint dissemination of information and promotion of activities being supported; and*
 - *the recipient is not a State government, a local government, or a Federally-recognized Indian Tribal government.*
- A. The recipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies Governmental, Departmental, bureau, or Government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.
 - B. All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.
 - C. The recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.
 - D. The recipient further agrees to include this provision in a subaward to any subrecipient, except for a subaward to a State government, a local government, or to a Federally-recognized Indian Tribal government.

18. Rights in Technical Data

The U.S. Government may publish, reproduce, and use all data obtained from this Cooperative Agreement project in any manner and for any purpose, without limitation, and may authorize others to do the same.

19. Government Involvement Statement

- A. Substantial involvement is anticipated through the term of the cooperative agreement between the USGS and the recipient (indicated in Block 4 of award document).
- B. The USGS and the recipient will collaborate and participate in program planning for each project.

20. Public Domain

All data submitted to the U.S. Geological Survey (USGS) under this Cooperative Agreement will become part of the public domain, and will be available in a non-proprietary format, at the cost of reproduction, to any requesting organization or individual.

21. Geospatial Data, Products, and Services

Geospatial data produced, acquired or updated using Federal government funding shall be documented in compliance with the Federal Geographic Data Committee (FGDC) geospatial metadata standard. Compliance is defined as providing information for all mandatory and mandatory if applicable (conditional) elements. In addition, data developers must check with their cooperative agreements contact on the need to define all database features (entities and attributes) and provide information for elements that support the long-term value of the data product. Specific guidance is available from the 'Essential Metadata' document available from the FGDC Metadata Publications web site:

<http://www.fgdc.gov/metadata/metadata-publications-list>.

All metadata shall be posted or made available to the GOS Portal, <http://www.geodata.gov>, so that it is discoverable.

Geospatial data developed with Federal funds shall comply with the FGDC data standards. FGDC data standards information is available on the FGDC web site, <http://www.fgdc.gov>.

22. Dissemination of Results and Reporting Requirements

The Principal Investigator is strongly encouraged to disseminate research results promptly to the scientific community and appropriate professional organizations; local, State, regional and Federal agencies; and the general public. The U. S. Geological Survey (USGS) encourages the recipient to publish project reports in scientific and technical journals. The Government may publish, reproduce, and use all technical data developed as a result of this award in any manner and for any purpose, without limitation, and may authorize others to do the same. Interim and final reports generated by the Recipient will be posted on the Federal Geographic Data Committee (FGDC) grants Web site, <http://www.fgdc.gov/grants>.

Data generated as a part of work funded under this program is not subject to proprietary period of exclusive data access. Any data generated must be made available to the USGS as soon as it is available. The USGS reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the data for Government purposes. Any project funded in whole or part with funds obtained under this program shall fall under this clause. The USGS Contracting Officer is the sole person to decide which data fall in this category should any questions arise.

23. Use of U.S. Flag Air Carriers

Any air transportation to, from, between or within a country other than the U.S. of persons or property, the expense of which will be paid in whole or in part by U.S. Government funding, must be performed by, or under a code-sharing arrangement with, a U.S. flag air carrier if service provided by such a carrier is "available" (49 U.S.C. 40118, commonly referred to as the Fly America Act). Tickets (or documentation for electronic tickets) must identify the U.S. flag air carrier's designator code and flight number. See the Federal Travel Regulation §301-10.131 - §301-10.143 for definitions, exceptions, and documentation requirements. (See also Comp. Gen. Decision B-240956, dated September 25, 1991.)

24. Activities on Private and Other Non-Federal Lands

The recipient shall comply with applicable State, Local, and Tribal government laws, including laws relating to private property rights.

25. Access to Research Data

A. By regulation (43 CFR 12.936), recipients that are institutions of higher education, hospitals, or non-profit organizations are required to release research data first produced in a project supported in whole or in part with Federal funds that are cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (e.g., regulations and administrative orders). "Research data" is defined as the recorded factual material commonly accepted in the scientific community as necessary to validate research findings. It does not include preliminary analyses; drafts of scientific papers; plans for future research; peer reviews; communications with colleagues; physical objects (e.g., laboratory samples, audio or video tapes); trade secrets; commercial information; materials necessary to be held confidential by a researcher until publication in a peer-reviewed journal; information that is protected under the law (e.g., intellectual

property); personnel and medical files and similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy; or information that could be used to identify a particular person in a research study.

- B. These requirements do not apply to commercial organizations or to research data produced by State or local governments. However, if a State or local governmental grantee contracts with an educational institution, hospital, or non-profit organization, and the contract results in covered research data, those data are subject to these disclosure requirements.
- C. Requests for the release of research data subject to this policy are required to be made to USGS, which will handle them as FOIA requests under 43 CFR 2.25. If the data are publicly available, the requestor will be directed to the public source. Otherwise, the USGS Contracting Officer/Grants Officer, in consultation with the affected recipient and the PI, will handle the request. This policy also provides for assessment of a reasonable fee to cover Recipient costs as well as (separately) the USGS costs of responding.

26. Trafficking in Persons (22 U.S.C. § 7104(g))

A. Provisions applicable to a Recipient that is a private entity.

- (1) You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 - (a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (b) Procure a commercial sex act during the period of time that the award is in effect; or
 - (c) Use forced labor in the performance of the award or subawards under the award.
- (2) We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
 - (a) Is determined to have violated a prohibition in paragraph A (1) of this award term; or
 - (b) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A (1) of this award term through conduct that is either:
 - (i) Associated with performance under this award; or
 - (ii) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided at 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 43 CFR Part 42.

B. Provision applicable to a Recipient other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity.

- 1) Is determined to have violated an applicable prohibition in paragraph A(1) of this award term; or
- 2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A(1) of this award term through conduct that is either
 - (a) Associated with performance under this award; or
 - (b) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 43 CFR Part 42.

C. Provisions applicable to any recipient

- (1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A(1) of this award term.
- (2) Our right to terminate unilaterally that is described in paragraph A(2) or B of this section:
 - (a) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (b) Is in addition to all other remedies for noncompliance that are available to us under this award.
- (3) You must include the requirements of paragraph A(1) of this award term in any subaward you make to a private entity.

D. Definitions

For purposes of this award term:

- (1) "Employee" means either:
 - (a) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

- (b) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- (2) “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- (3) “Private entity”:
 - (a) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined at 2 CFR 175.25.
 - (b) Includes:
 - (i) A nonprofit organization, including any nonprofit institution of higher education, hospital, or Tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - (ii) A for-profit organization.
- (4) Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

27. Research Integrity

- A. USGS requires that all grant or cooperative agreement recipient organizations adhere to the Federal Policy on Research Misconduct, Office of Science and Technology Policy, December 6, 2001, 65 Federal Register (FR) 76260, http://www.ostp.gov/cs/federal_policy_on_research_misconduct. The Federal Policy on Research Misconduct outlines requirements for addressing allegations of research misconduct, including the investigation, adjudication, and appeal of allegations of research misconduct and the implementation of appropriate administrative actions.
- B. The recipient must promptly notify the USGS Project Office when research misconduct that warrants an investigation pursuant to the Federal Policy on Research Misconduct is alleged.

28. Fiscal Integrity

The recipient will notify the USGS Contracting Officer/Grants officer of any significant problems relating to the administrative or financial aspects of the award, such as misappropriation of Federal funds.

29. Program Income

- A. The recipient will have no obligation to the Federal Government for program income earned from license fees and royalties for copyrighted material, in accordance with 43 CFR 12.924(h) (for A-110 recipients) or 43 CFR 12.65(e) (for A-102 recipients).
- B. If a purpose of this award is to support a conference, symposium, or similar event, income related to that event will be deducted from total allowable costs to determine the net allowable costs before calculating the Government's share of reimbursable costs, as provided at 3 CFR 12.65(g)(1) (for A-102 recipients) or 43 CFR 12.924(b)(3) (for A-110 recipients).
- C. If the recipient is an educational institution or nonprofit research organization, any other program income will be added to funds committed to the project by the Federal awarding agency and recipient and be used to further eligible project or program objectives, as described at 43 CFR 12.924(b)(1).
- D. For all other types of recipients, any other program income will be deducted from total allowable costs to determine the net allowable costs before calculating the Government's share of reimbursable costs, as provided at 3 CFR 12.65(g)(1) (for A-102 recipients) or 43 CFR 12.924(b)(3) (for A-110 recipients).

---End of Special Terms and Conditions---

USE THE FOLLOWING FORMAT FOR THE BUDGET BREAKDOWN

2010 National Spatial Data Infrastructure Cooperative Agreements Program
 BUDGET ESTIMATES FOR PROPOSAL

Applicant: _____

Proposal Short Title: _____

Budget Category	Federal Funding “Requested”	Matching Funds “Proposed”
1. SALARIES:		
Personnel	\$	\$
	\$	\$
	\$	\$
	\$	\$
Contract Personnel	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Salaries:	\$	\$
2. FRINGE BENEFITS:		
Personnel	\$	\$
	\$	\$
	\$	\$
	\$	\$
Contract Personnel	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Fringe Benefits:	\$	\$
3. FIELD EXPENSES:		
Per Diem	\$	\$
Lodging Cost	\$	\$
Vehicle Cost	\$	\$
Mileage	\$	\$
	\$	\$
	\$	\$
Total Field Expenses:	\$	\$
4. OTHER DIRECT COSTS: (itemize)		
Equipment	\$	\$
Supplies	\$	\$
Training	\$	\$
Publications	\$	\$
Office supplies	\$	\$
Communications Costs	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Other Direct Costs:	\$	\$
Total Direct Costs:	\$	\$
Indirect Cost (%)	\$	\$
<hr/>		
GRAND TOTAL:	\$	\$

NSDI Cooperative Agreements Program
Category 1: Metadata Trainer and Outreach Assistance
Interim and Final Report Format

In writing the report keep in mind the objective of this category is for organizations skilled in metadata implementation to assist other organizations or administrative units by providing metadata training, metadata creation assistance, and metadata program implementation and support. Ideally, sustained on-going processes for data documentation will be established for organizations for documenting (metadata) their geospatial holdings, serving this documentation. Keep the report short and to the point. All reports will be posted to the FGDC Web site.

Date

Agreement Number:

Project title:

Indicate whether **Interim** or **Final report**

Organization: Name, address, Web address

Primary Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project. The interim report should highlight anticipated outcomes and actual milestones, whereas the final report summary should describe the project as completed.

Project Narrative

Summarize the project activities. Include its accomplishments, successes, challenges, and collaboration activities, as appropriate. How were challenges identified and what steps were taken to overcome these challenges?

Training and outreach assistance:

- Indicate the number, duration, and venue of workshops conducted, as appropriate.
- List organizations and organizational type (Federal, State, local, Tribal, academic, NGO, etc) for workshop participants. Names and email addresses for participants are optional, but desirable.
- List number of individuals and the agency/organization they represent receiving metadata training, and outreach assistance.
- List for each workshop the overall customer satisfaction. Customer satisfaction rating is from the USGS survey which also provides the means to evaluate trainer proficiency. The survey is administered after each workshop and should take as little as 10 minutes if measuring only customer satisfaction and 20 minutes for trainer proficiency. The survey will be provided upon award.
- Describe the means of instruction: lecture only, lecture and exercises, or lecture and computer assisted.
- List new organizations engaged in this project.

Status of Metadata Service

- Indicate how and where metadata is served: NSDI registered clearinghouse node, Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) provider software, or FGDC Browse-enabled Web Directory, where metadata is in XML and harvestable through The Geospatial One-Stop Portal at <http://www.geodata.gov>.
- Approximately how many metadata files have resulted from this project, if any?

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps:

- Will this project's activities continue after this?
- What formal or informal organizational relationships established to sustain activities beyond performance period?
- Describe the next phase in your project.
- Are there issues in metadata management and service? Do you need FGDC assistance?
- Requirements (more technical assistance, software, other?)
- What other areas need work?
- What do you anticipate future metadata training, outreach, creation and posting (to clearinghouse or other locations) after the project performance period ends?

Feedback on Cooperative Agreements Program (To be completed for the final report)

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 2: Framework Data Exchange through Automated Geo-Synchronization
Interim and Final Report Format

Reports shall be brief -- 2-10 pages. All reports will be posted to the FGDC Web site.

Date

Indicate **Agreement Number**

Indicate **Project title:**

Indicate whether **Interim** or **Final report**

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: Name, point of contact, address, Web address

USGS Geospatial (State) Liaison: Name, telephone, email

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project. The interim report should highlight anticipated outcomes and actual milestones, whereas the final report summary should describe the project as completed.

Project Narrative

Summarize the project activities. Include its accomplishments, successes, challenges, and collaboration activities, as appropriate. How were challenges identified and what steps were taken to overcome these challenges?

Describe the status of the deliverables which include documentation of problem and solution, development of software solution with instructive documentation, hosting software solution to meet an identified governmental need, and demonstration of the software solution. How was the demonstration received by the audience? Is there any feedback to share?

For the final report, include the next steps that will promote the sustainability of the work accomplished.

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Feedback on Cooperative Agreements Program (To be completed for the final report)

- What are the program strengths and weaknesses?
- Where does the program make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend doing differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed? Time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 3: Fifty States Initiative - Strategic and Business Plan Development
Interim and Final Report Format

Keep the report short and to the point. All reports will be posted to the FGDC Web site.

1. Interim Report Format

Date:

Agreement Number:

Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of statewide strategic and business plans.

Please include

- Summary of project activities
- Key accomplishments to date
- How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- What practices or activities led to success? What practices or activities have not?
-

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

- Describe the next steps in your project
- Where do you need assistance?
- What type of assistance do you need?

Revised Timeline

- Is your project proceeding on its original timeline?
- Do you expect to complete your project on the scheduled completion date?
- If not, request a time extension by providing a justification for previous and expected delays, and then identify a new completion date.

Attachments

- As required
- Draft strategic and/or business Plans

2. Final Report Format

Date:

Indicate **Agreement Number:**

Indicate **Project Title:**

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project.

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of statewide strategic and business plans.

Please include:

- Summary of project activities
- Key accomplishments. How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- Explain how statewide coordination has (or will) change as a result of this project.
- What practices or activities led to success? What practices or activities have not?
- Explain how your project has advanced the NSDI

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

- Describe the next steps in your project
- How will this project continue into the future and remain viable?
- Where do you need assistance?
- What type of assistance do you need?

Attachments

- As required
- Completed materials
- Completed strategic and/or business plans

Provide Feedback on the Cooperative Agreements Program

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 4: Fifty States Initiative: Business Plan Development and Implementation
Interim and Final Report Format

Keep the report short and to the point. All reports will be posted to the FGDC Web site.

1. Interim Report Format

Date:

Agreement Number:

Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of this statewide business plan.

Please include

- Summary of project activities
- Key accomplishments to date
- How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- What practices or activities led to success? What practices or activities have not?

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

- Describe the next steps in your project
- Where do you need assistance?
- What type of assistance do you need?

Revised Timeline

- Is your project proceeding on its original timeline?
- Do you expect to complete your project on the scheduled completion date?
- If not, request a time extension by providing a justification for previous and expected delays, and then identify a new completion date.

Attachments

- As required
- Draft Business Plan(s)

2. Final Report Format

Date:

Indicate **Agreement Number:**

Indicate **Project Title:**

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project.

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through the development and implementation of this statewide business plan.

Please include

- Summary of project activities
- Key accomplishments to date
- How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into statewide coordination?
- Explain how statewide coordination has (or will) change as a result of this project.
- What practices or activities led to success? What practices or activities have not?
- Explain how your project has advanced the NSDI

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

- Describe the next steps in your project
- How will this project continue into the future and remain viable?
- Where do you need assistance?
- What type of assistance do you need?

Attachments

- As required
- Completed materials
- Completed business plan(s)

Provide Feedback on the Cooperative Agreements Program

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 5: Return on Investment (ROI) Methodology and Business Case Development for Multi-agency NSDI Projects
Interim and Final Report Format

In writing the report, keep in mind the expected deliverables for this category for assistance in the development Multi-agency ROI. Keep the report short and to the point. All reports will be posted to the FGDC Web site.

Date

Agreement Number

Project title:

Indicate whether **Interim** or **Final report**

Organization: Name, address, Web address

Principal Investigator: Name,

Listing of Collaborating Organizations: name, organization, telephone, email address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project. The interim report shall highlight anticipated outcomes and actual milestones. The final report summary shall describe the project as completed.

Project Narrative

The interim report shall highlight anticipated outcomes and actual milestones. The final report summary shall describe the project as completed. Summarize the project activities. Include its accomplishments, successes, challenges, and collaboration activities, as appropriate.

- Describe the approach for structuring and organizing the ROI analysis.
- Were subject matter experts involved? What is their role?
- List major deviations from the original proposal and explain rationale.
- Describe how challenges were identified and what steps were taken to overcome them.
- For the interim report address your project schedule. Will you finish on time?
- For the interim report please attach a draft ROI Case study and related documents.
- For the final report, identify completed activities and activities planned after the award is complete.
- For the final report, please attach final ROI Case study and related documents to report

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Feedback on Cooperative Agreements Program (To be completed for the final report)

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 6: FGDC Standards Development and Implementation Assistance and Outreach Project
Interim and Final Report Format

In writing the report, keep in mind the expected deliverables for this category for assistance in the development of FGDC standards, implementation of FGDC-endorsed standards, or enhancing Geospatial Data Model (GDM) adoption. Keep the report short and to the point. All reports will be posted to the FGDC Web site.

Date

Agreement Number

Project title:

Indicate whether **Interim** or **Final report**

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project. The interim report shall highlight anticipated outcomes and actual milestones. The final report summary shall describe the project as completed.

Project Narrative

The interim report shall highlight anticipated outcomes and actual milestones. The final report summary shall describe the project as completed. Summarize the project activities. Include its accomplishments, successes, challenges, and collaboration activities, as appropriate.

- Describe the development approach for structuring and organizing implementation resources.
- List the reviewers for the development of resources. Were subject matter experts involved in review? If testing is involved, list the audiences used for testing.
- List major deviations from the original proposal and explain rationale.
- Describe how challenges were identified and what steps were taken to overcome them.
- For the final report, identify how the public can access the deliverables at no cost.
- For the final report, identify completed activities and activities planned after the performance and inform the community of the guidance resources.

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Feedback on Cooperative Agreements Program (To be completed for the final report)

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?

NSDI Cooperative Agreements Program
Category 7: Demonstration of Geospatial Data Partnerships across Local, State, Tribal, and Federal
Government
Interim and Final Report Format

Please use this format to develop interim and final reports. Keep the reports short and to the point. All reports will be posted to the FGDC Web site.

1. Interim Report Format

Date

Agreement Number:

Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through documenting, sharing and promulgating best practices for integrating data across levels of government.

Please include:

Summary of project activities that address enhancing, expanding and documenting the best practice

Key accomplishments to date

How inclusive is your effort? What have you done to bring new stakeholder groups or organizations into the coordination effort?

What practices or activities led to success? What practices or activities have not?

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

Describe the next steps in your project

Where do you need assistance?

What type of assistance do you need?

Revised Timeline

Is your project proceeding on its original timeline?

Do you expect to complete your project on the scheduled completion date?

If not, request a time extension by providing a justification for previous and expected delays, and then identify a new completion date.

Attachments

As required

Drafts of best practice documentation and presentation materials that may be available

2. Final Report Format

Date

Agreement Number:

Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

Collaborating Organizations: name, point of contact, address, web address

Executive Summary

Write a short paragraph (under 200 words) describing the key successes or outcomes of the project.

Project Narrative

In writing the report keep in mind the goals of your project which can be realized through documenting, sharing and promulgating best practices for integrating data across levels of government.

- a. Summary of the data integration elements of project; data layers implemented, partners involved, agreements, technical solutions, enhancement and expansion of the starting point best practice. Explain how statewide coordination affected the result of this project. Based on your experience what would you recommend for implementation and development for others to successfully implementing a best practice (technical, institutional and organizational)?
- b. Describe the documentation, publication materials, and presentations made as a result of this project.
- c. Describe additional details regarding the data themes provided to *The National Map*. Are there any use restrictions? Are your map services and data documentation (metadata) registered in Geospatial One-Stop? Describe the operational capability for the participating partners to maintain, update and serve these and any additional themes of data from the local maintainer to the state holding to *The National Map*?
- d. Discuss the issues, difficulties, and challenges (technical, institutional, and organizational) that were encountered.
- e. Describe your relationship and issues with the USGS. Has a formal ongoing agreement been established to provide data to *The National Map*? Describe your plans for follow-on activities. What are the terms and mutual commitment of resources? Please attach copy of written agreement if available.

Photographs, graphics, or illustrations of the project are highly desirable. If available please include a few.

Next Steps

- Describe the next steps in your project
- How will this project continue into the future and remain viable?
- Where do you need assistance?
- What type of assistance do you need?

Attachments

- As required
- Copies of completed web or presentation materials or published articles
- Completed document(s) formally describing the best practice

Provide Feedback on the Cooperative Agreements Program

- What are the CAP Program strengths and weaknesses?
- Where does it make a difference?
- Was the assistance you received sufficient or effective?
- What would you recommend that the FGDC do differently?
- Are there factors that are missing or additional needs that should be considered?
- Are there program management concerns that need to be addressed, such as the time frame?
- If you were to do this again, what would you do differently?