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NSDI Cooperative Agreements Program

How to Implement Your NSDI CAP Project

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

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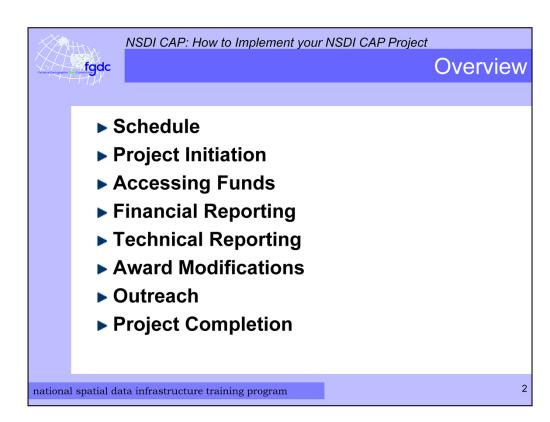


Learning Objectives

After completing this lesson the student can:

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

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Project Performance Period

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

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Project Initiation

Award Notification

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

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This is also known as the kick-off meeting

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



Project Initiation

Other Meetings

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

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Accessing Funds

Payments

- ► They go through the Department of the Treasury Automated Standard Application for Payments (ASAP)
- ▶ The ASAP account is set up upon receipt of fully executed award
- ► The contact for enrollment Laura Mahoney (lmahoney@usgs.gov, 703-648-7344)
- ► Information about enrolling is at http://www.fms.treas.gov/asap/pr questions enrollment.html
- ► The Automated Clearinghouse (ACH) is the preferred payment mechanism for the ASAP system.
- ▶ Payments may be drawn in advance only to meet immediate cash disbursement needs.

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Accessing Funds

ASAP Enrollment Process

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

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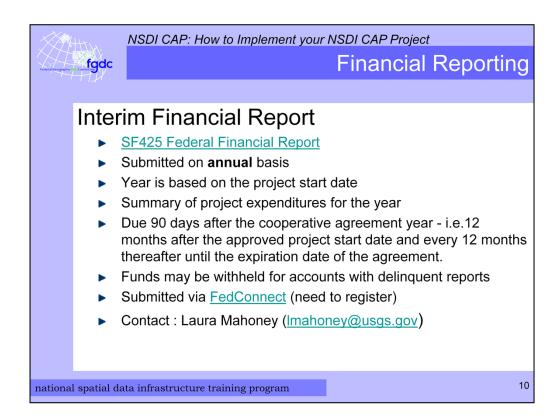
Accessing Funds

Inquiries regarding payments should go to:

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

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

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

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

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



Financial Reporting

Final Financial Report

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

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



Technical Reporting

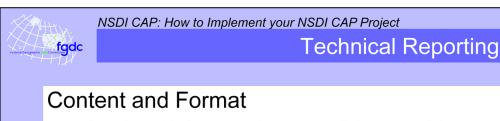
Project Interim Report

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

Final Technical Report

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

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- Concise with focus on the accomplishments of the projects
- ▶ Supporting materials can be included
- ▶ PDF format preferred
- ► Report requirements available from CAP Administrative Guidance <u>website</u>

Process

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

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CAP Report Guidance available from:

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



Technical Reporting

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

For example:

- 2011 projects
- 2010 projects
- 2009 projects
- 2008 projects

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Technical Reporting

Other Reports

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

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Award Modifications

Allowable Modifications:

- Award end date (no-cost extension) limited to one
- ► Principal Investigator (PI)

 must come from the same institute as the original PI
- ► Reallocation of funds >10% of total award reallocations <10% permitted w/out modification

No Additional Funds Can Be Granted

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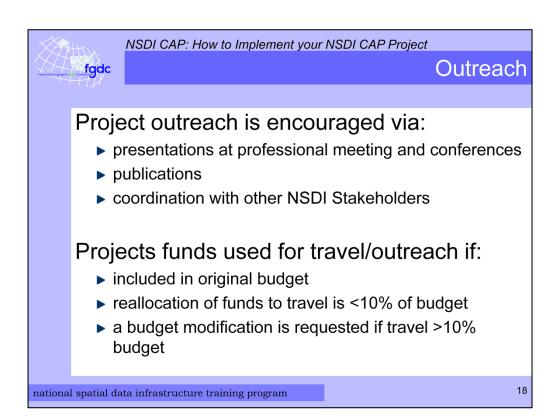


Award Modifications

Modification Process

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

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



Project Completion

Requirements:

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

Once submitted:

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

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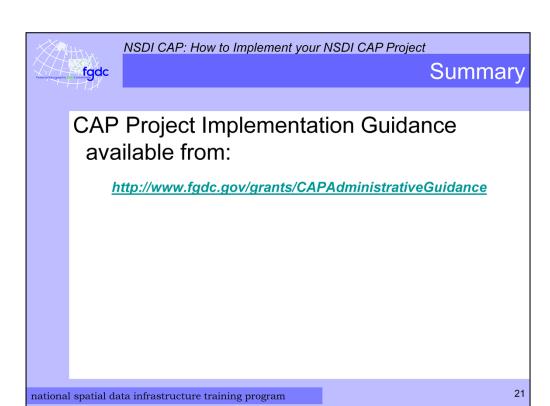


Project Completion

CAP products will be available to the public

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

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Summary

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

You should be able to:

- ▶ complete the paperwork needed to initiate the
- project
- submit requests for project funds
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- request a modification if needed
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Refer to http://www.fgdc.gov/training/training-materials.