

2012 NSDI Cooperative
Agreements Program (CAP)



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

May 10, 2012

Welcome

- ◆ Arista Salimi Maher, Program Analyst, FGDC Office of the Secretariat; Category 4 Lead
- ◆ Brigitta 'Gita' Urban-Mathieux, FGDC Office of the Secretariat; NSDI CAP Coordinator



2012 CAP Category 4 Projects

- ◆ Jim Giglierano, Iowa Geographic Information Council - *Business Plans for Iowa Geospatial Infrastructure Framework Layers for Emergency Management Applications*
- ◆ Michael Smith, State of Maine, Maine Office of GIS (MEGIS) - *Implementation of Statewide Orthoimagery Business Plan for Maine*
- ◆ James Cannistra, Maryland Department of Planning - *Business Plan for Maryland Statewide Parcel Data Development & Maintenance*



2012 CAP Category 4 Projects, cont'd.

- ◆ Matthew Krok, Geographic Information Society Nevada Chapter URISA - ***Business Plan Creation For Statewide Parcel Data and Enhanced Elevation Data for Nevada***
- ◆ Joe Sewash, North Carolina Office of the State Chief Information Officer - ***Developing a Business Case for the North Carolina Master Address Database Maintenance in North Carolina***



Project Resources and Requirements

◆ FGDC 50 States Initiative Information:

- <http://www.fgdc.gov/policyandplanning/50states/50states>

◆ FGDC Strategic and Business Plan Guidelines (2009 update):

- <http://www.fgdc.gov/policyandplanning/revbbsp>
- Includes a table of elements that **must** be used in developing each Business Plan.
- The order of these elements (e.g., 1. Executive Summary; 2. Program Goals; 3. Benefits and Justifications; etc.) must be followed in the Business Plan developed.



Business Plans should...

- ◆ Clearly explain how goals will be achieved, including factors necessary for success.
- ◆ Consider potential barriers to success and describe how these might be overcome.
- ◆ Be written concisely and in laymen's terms as much as possible.
- ◆ Be well-organized and easy to read.



Additional Guidance

- ◆ Reference prior projects on the FGDC website (<http://www.fgdc.gov/grants>) for a general idea of the final product.
- ◆ Contact Gita or Arista for overall project questions.
- ◆ Contact USGS State Liaisons for specific guidance.



USGS State Liaisons

- ◆ **Iowa** – Jim Langtry
 - jlangtry@usgs.gov ; (402) 328-4128
- ◆ **Maine** – Dan Walters
 - danwalters@usgs.gov ; (207) 622-8201 x128
- ◆ **Maryland** – Roger Barlow
 - rbarlow@usgs.gov ; (703) 648-5189
- ◆ **Nevada** – Carol Ostergren
 - costergren@usgs.gov ; (916) 278 - 9510
- ◆ **North Carolina** – Gary Merrill
 - glmerrill@usgs.gov ; (803) 750-6124



CAP Administrative Guidance

- ◆ <http://www.fgdc.gov/grants/CAPAdministrativeGuidance>
 - ◆ Contact information
 - ◆ Setting up reimbursement process
 - ◆ Financial reporting requirements
 - ◆ Interim and final technical report requirements and template
 - ◆ <http://www.fgdc.gov/grants/ReportFormats/FiftyStatesInitiativeBusinessReports>
 - ◆ Information about changes to award – PI change, budget reallocation, and no-cost extension
- ◆ Additional Information
 - ◆ http://www.fgdc.gov/training/nsdi-training-program/materials/CAP_How2Implement_201203.ppt



Accessing Funds

- ◆ Using Department of the Treasury Automated Standard Application for Payments (ASAP)
- ◆ ASAP Enrollment Process
 - 1) Email organization information to Laura Mahoney (lmahoney@usgs.gov)
 - 2) Recipient will be contacted by ASAP to complete the process
- ◆ Enrollment information - http://www.fms.treas.gov/asap/pr_questions_enrollment.html
- ◆ Payments should be drawn in advance only to meet immediate cash disbursement needs
- ◆ The enrollment must be completed within 45 days



Financial Reporting

◆ Using SF425 Federal Financial Report

- ◆ Submitted via [FedConnect](#) (need to register)
- ◆ Contact : Laura Mahoney (lmahoney@usgs.gov)

◆ Interim Financial Report

- ◆ Due annually basis
- ◆ Year is based on the project start date

◆ Final Financial Report

- ◆ Due at end of the project
- ◆ A signed copy needs to be mailed, faxed, or emailed to the NSDI CAP Coordinator



Technical Reporting

- ◆ **Interim Report**
 - ◆ due 6 months after project start date
- ◆ **Final Report**
 - ◆ due on project end date
- ◆ Email to Category Lead and NSDI CAP Coordinator
- ◆ Template on the NSDI CAP web site



Award Modifications

- ◆ Award end date
 - ◆ No-cost extension
- ◆ Principal Investigator
- ◆ Reallocation of funds
 - ◆ If greater than 10% of award amount

Modification Process

- ◆ Email to Category Lead and CAP Coordinator
- ◆ If approved, award modification will be sent to project contact when it is executed



Need assistance?

- ◆ Arista Salimi Maher, Category 4 Lead
 - (703) 648-6283; amaher@fgdc.gov
- ◆ Gita Urban-Mathieux, CAP Coordinator
 - (703) 648-5175 burbanma@usgs.gov



Questions?

