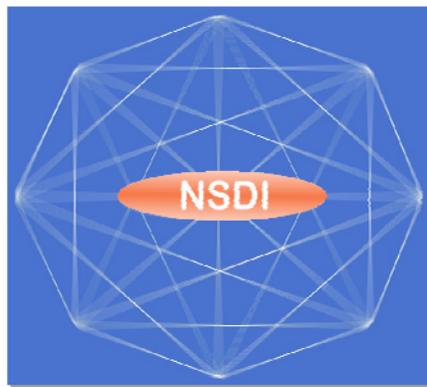


Please note that changes have been made to this announcement on 10/21/2008. See changes in red on pages 38, 42, 51, and 56.

On 11/25/2008 additional text in red was added to page 32.

2009 National Spatial Data Infrastructure Cooperative Agreement Program



Program Announcement Number **09HQPA0007**
CFDA Number: 15.809

For Fiscal Year 2009

Issue Date: October 10, 2008

CLOSING DATE & TIME:
January 6, 2009, 2:00 pm EDT



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Paperwork Reduction Act Statement

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.

2009 National Spatial Data Infrastructure Cooperative Agreements Program (NSDI CAP)

Program Announcement Number 09HAPA0007

Introduction and General Information

I. Description of Funding 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 geographic 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 areas of emphasis include: metadata documentation, clearinghouse establishment, framework development, standards implementation, and geographic information system (GIS) organizational coordination.

Since 1994, the Federal Geographic Data Committee (FGDC), part of the National Geospatial Program Office (NGPO), has funded projects that advance the NSDI in partnership with the geospatial data community.

A. Fiscal Year (FY) 2009 NSDI Cooperative Agreements Program

A total of \$1,310,000 in funds is available for the FY 2009 assistance award program. The projects will be funded for one year. Award notification will be made February 2009. Project work must commence no later than September 30, 2009 (the end of the 2009 Federal fiscal year). Start dates on or after October 1, 2009 are not authorized under this announcement.

B. Summary of 2009 CAP Funding Categories

Category 1: *Metadata Trainer and Outreach Assistance* provides assistance to organizations with NSDI expertise knowledge and experience in assisting other organizations with the training and implementation of metadata. 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: *Behind the Portal - Use of GOS Map and Data Services*

The Geospatial One-Stop Portal provides a human user interface to locate, visualize, and download domestic geospatial data. Because the GOS Portal, geodata.gov, supports standard formats and protocols, its catalog service interfaces allow search and retrieval of metadata on data, services, and other resource types referenced by URL that may be consumed by external clients such as desktop GIS, geo browsers, and other client software. Syndicated feeds of geospatial metadata based on a standing query can also be generated by the portal. In addition, the harvested GOS metadata are exposed for web crawlers and search engines to consume and provide exposure to a broader user community. Map and data services that are provided by publishers in GOS can be used by traversing the links exposed through these various methods, and not only through the traditional browser, but also through commercial and open-source clients to support diverse business processes.

The objective of this category is to promote the development and sharing of client or server-mediated applications (e.g. desktop GIS, decision support software, models, other portals) that can access and exploit the geospatial data and services referenced by GOS in support of a specific transferable and popular geographic or discipline requirement. This category will award up to 4 cooperative agreements of up to \$40,000 per project with the recipient matching 100% of the award with funding or in-kind services.

Category 3: *Fifty States Initiative: Strategic and Business Plan Development in Support of the NSDI Future Directions Fifty States Initiative*

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 seven cooperative agreements of up to \$50,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 4: *Enabling Use of Government Tabular Data in a Geographic Context*

Abundant 'business' data within all levels of government include reference to a location by address, code, or coordinates. These data frequently reside in a database, spreadsheet, or file but may not have been used to create a map or to perform geographic analysis. In short, they are not being exploited by their owners as geographic data. The Office of Management and Budget's Geospatial Line of Business identifies an inherent benefit in the ability to access, exchange, and visualize such loosely-georeferenced tabular information with other geospatial data for analysis and applications. As the conversion of such tabular data into "geo-enabled" data sets is not straightforward to the non-GIS community, the FGDC seeks collaborative development with a company to publish a shared public web service that can make geo-enablement easy and productive. The objective of this CAP Category is to develop, demonstrate, and operate a high-performance, public standards-based Web Service to create geospatial datasets automatically from tabular government data merged with geospatial features. Resulting data and services will allow the data to be discovered, accessed, and applied in its geographic context. A demonstration by the awardee of the process with at least three strategic Federal government data sets is also an expected outcome. This category will award one cooperative agreement of up to \$150,000 with the recipient matching 50% of the award with funding or in-kind services.

Category 5: *Building Data Stewardship for The National Map and the NSDI*

This category will assist organizations and consortia to develop stewardship agreements and capabilities that provide long-term maintenance of transportation geospatial information that serves Federal, State, Tribal, regional and local community needs. Participation is sought from those organizations with existing transportation data and services considering long-term maintenance of the data that is of interest to *The National Map* and its users. Funds may help participants overcome impediments to participation and improvements to their data and services as part of the NSDI. Primary needs for transportation data are updates for features, attributes, and geometry of roads, railroads, trails and airports. The data will be part of a national data inventory of consistent, seamless, integrated data that is continuously improved through the incorporation of data updates from the data community. This category will award up to four cooperative agreements of up to \$50,000 each with the recipient matching 100% of the award with funding or in-kind services.

Category 6: *FGDC Standards Development and Implementation Assistance and Outreach (excluding Metadata Standards)*

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). This category can provide support that will assist in advancing a draft standard through the FGDC standards process or implementing an FGDC-endorsed standard. 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. This category can provide materials that provide step-by-step assistance, or at least, a roadmap for implementing FGDC-endorsed standards. This category will award up to two cooperative agreements of up to \$25,000 each with the recipient matching 50% of the award with funding or in-kind services.

Category 7: Demonstration of Geospatial Data Partnerships across Local, State 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 four 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 2009 CAP program, a total of not to exceed \$1,310,000 is available for funding. Approximately 26 awards are anticipated.

CAP Funding Categories	Award Amount	In-kind Match	Approximate Number of Awards
1. Metadata Trainer and Outreach Assistance	Up to \$25,000	50%	4
2. Behind the Portal - Use of GOS Map and Data Services	Up to \$40,000	100%	4
3. Fifty States Initiative	Up to \$50,000	50%	7
4. Enabling Use of Government Tabular Data in a Geographic Context	Up to \$150,000	50%	1
5. Building Data Stewardship for <i>The National Map</i> and the NSDI	Up to \$50,000	100%	4
6. FGDC-Endorsed Standards Development and Implementation Assistance and Outreach (other than Metadata)	Up to \$25,000	50%	2
7. Demonstration of Geospatial Data Partnerships Across Local, State 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 NGPO with the project 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: 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. If it does not exist already the Recipient will establish an account with PMS. With the award of each cooperative agreement, a sub-account will be set up from which the Recipient can draw down funds.

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.
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. New for the 2009 CAP, there are restrictions on institutions that have received a NSDI CAP award within the past three years. Please see funding 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.

Apply no later than **January 6, 2009 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 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. 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
- Budget Breakdown
 - 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.
- 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,

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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 "**2009 CAP - Category N**" where N is the specific funding 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, 2009. If a date is listed above 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. (CDFR #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.

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 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.
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.

It is HIGHLY RECOMMENDED that the budget sheet described above be used so that delays in processing a funded proposal can be avoided. An award will not be issued until all required information and details have been provided.

Completeness of this 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,

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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 recipients' in-kind match when such contributions meet all of the following criteria:

- a. verifiable from the recipients' 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.
 - 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 recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor market in which the recipient 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 categories 1, 2, 3, 4 6, and 7. See category 5 for spatial data in-kind match.
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. 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 funding 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

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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 funding category descriptions below for more details.

Proposals are reviewed by a peer group of professionals that are knowledgeable in the GIS 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 NGPO and FGDC 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. 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 funding 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 SF-272 Federal Cash Transactions Report	On or before 45 working days after the end of each three-month performance period
SF-269 Financial Status 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: Behind the Portal - Use of GOS Map and Data Services Report Format

Attachment F - Category 3: Fifty States Initiative Report Format

Attachment G - Category 4: Enabling Use of Government Tabular Data in a Geographic Context Report Format

Attachment H – Category 5: Building Data Stewardship for *The National Map* and the NSDI Report Format

Attachment I – Category 6: FGDC Standards Development and Implementation Assistance and Outreach (excluding Metadata Standards) Report Format

Attachment J - Category 7: Demonstration of Geospatial Data Partnerships across Local, State and Federal Report Format

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	Spring 2009
2. Utilization of GOS Map and Data Services	Individual	TBD
3. Fifty States Initiative	Annapolis, MD	February 22, 2009
4. Enabling Use of Government Tabular Data in a Geographic Context	Individual	
5. Building Data Stewardship for <i>The National Map</i> and the NSDI	Web Conference	Spring 2009
6. FGDC Standards Development and Implementation Assistance and Outreach (excluding Metadata Standards)	Web Conference or teleconference	Spring 2009
7. Demonstration of Geospatial Data Partnerships Across Local, State and Federal Government	Web Conference	Spring 2009

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

B. Program Announcement

Applicants are strongly urged to submit 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
Mail Stop 590
12201 Sunrise Valley Drive
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: Behind the Portal - Use of GOS Map and Data Services
Mr. Doug Nebert, ddnebert@fgdc.gov

Category 3: Fifty States Initiative
Mr. Milo Robinson, mrobinson@fgdc.gov

Category 4: Enabling Use of Government Tabular Data in a Geographic Context
Mr. Doug Nebert, ddnebert@fgdc.gov

Category 5: Building Data Stewardship for *The National Map* and the NSDI
Mr. Paul Wiese, pmwiese@usgs.gov

Category 6: FGDC Standards Development and Implementation Assistance and Outreach (excluding Metadata Standards)
Ms. Julie Binder Maitra, jmaitra@fgdc.gov

Introduction and General Information

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

Mr. Tracy Fuller, tfuller@usgs.gov

2009 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 by providing metadata training, metadata creation assistance, and metadata program implementation and support. Outcomes from this category focus on establishing a sustained resource as metadata creators: to inventory and document data (metadata), support data sharing, and ultimately participate in the NSDI, and for those managing data resources, to implement metadata programs in their respective organizations or agencies.

Recipients in this category are asked to extend their training services outside of proposal partners at the recipient's regularly scheduled and located workshops. Additionally, trainers in this category shall register on the FGDC Metadata 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 will contain 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, however, the learning objectives for the core content are requirements for metadata creator and manager workshops supported under this program.

Training modules developed under this agreement shall be made available 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 goal and objectives:

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

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

<http://www.biz.colostate.edu/masterteacher/MTISummerFiles/>

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 compliant metadata,
2. Metadata files created for other organizations or administrative units,
3. Resulting metadata can be discoverable via
 - (a) Registered Z39.50 Clearinghouse server,
 - (b) Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) provider software, or
 - (c) FGDC Browse-enabled Web Directory, where metadata is in XML and harvestable through The Geospatial One-Stop Portal at <http://www.geodata.gov>.
4. Establishment of formal or informal organizational relationships to sustain metadata activities beyond performance period
5. Registration of trainers in the FGDC Metadata 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. Survey form is provided.

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 2009 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 (facilities, reproduction costs, equipment, etc)
 - (b) Clearinghouse service for resulting metadata
 - (c) Labor costs to create and serve metadata for other organizations or administrative units
 - (d) Travel to provide metadata training and outreach

2. Participation in CAP Kickoff Workshop. Consensus among the recipients will determine if a kick-off meeting is convened in Denver, Colorado; alternately the recipients can meet electronically. If a kick-off meeting is desired a portion of the award is applied 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/grants web site.

3. Project Presentations. Project presentations spread and promote knowledge of the NSDI. Participants are requested to make formal presentations of their activities. Presentations 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.

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 are sought under this announcement.

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 OpenGIS Consortium. These standards include:

- (1) FGDC Content Standard for Digital Geospatial Metadata, Version 2 (CSDGM), FGDC-STD-001-1998 or, when available, 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>.

I. Category Lead technical contact

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

J. Project Resources

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://www.biz.colostate.edu/masterteacher/MTISummerFiles/>

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 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.

K. Reporting

1. An interim project report and a final project report are required and will be posted on the FGDC Grants 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 should be posted to the FGDC Calendar, <http://fgdc.gov/calendar>.
4. Quarterly report on the following:
 - 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, etc.,
 - f) number of attendees, and
 - g) letters of recognition for the workshop, 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: Please list the following items if appropriate.
- (a) Applicant organization (name, office/branch, street address, city, State, zip)
 - (b) Collaborating organizations (organization, address)
 - (c) Name of trainer or trainer's organization
 - (d) Organization Internet address
 - (e) Registered Clearinghouse node or Web folder IP address
 - (f) Primary investigator (name, telephone, fax, email)
 - (g) Other contact personnel (name, telephone, fax, email)
 - (h) Geographic scope or area
 - (i) Previous CAP participation (awarded or submitted but not awarded)

(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 project must be well thought out in regards to process, method, and approach. The proposal must state why metadata 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 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 and linkable to the FGDC Metadata website.

(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. Indicate all pre and post-workshop activities performed to measure learning, if any. Indicate if course and instructor evaluations are conducted. Include statement regarding adoption of FGDC Metadata Core Curriculum. All FGDC.gov host 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, Creator= lecture with exercises at minimum/ metadata application/tool optimal. The logistical arrangements for equipment must be stated (computers and software are generally excluded as allowable expenses). Innovative or special techniques which make this proposal exceptional may be awarded extra points.

(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 the award year if the applicant is a prior CAP Category 1 awardees.

(4) Commitment to Effort (25 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 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.)

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. 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.

Applicants are sought who demonstrate the project is participating in or supporting State or regional geospatial infrastructure strategies and plans. Memoranda of Understanding and/or letters of commitment should be attached. 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 geographic information 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.

(5) Budget Breakdown

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, which includes:

- 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.

2009 NSDI CAP Category 2: Behind the Portal - Use of GOS Map and Data Services

A. Background

The Geospatial One-Stop Portal provides a human user interface to locate, visualize, and download domestic geospatial data. Because the GOS Portal, geodata.gov, supports standard formats and protocols, its catalog service interfaces allow search and retrieval of metadata on data, services, and other resource types referenced by URL that may be consumed by external clients such as desktop GIS, geo-browsers, and other client software. In addition, the harvested GOS metadata are exposed for web crawlers and search engines to consume and provide exposure to a broader user community. Map and data service links that are provided through metadata published in GOS can be used by commercial and open-source clients to support diverse business processes.

B. Project Goals

The goal of this category is to promote the development and sharing of client or server-mediated applications that can discover, access, and exploit the geospatial data and services referenced by the GOS catalog in support of a specific geographic or discipline requirement. This is proposed to demonstrate the integration of the GOS infrastructure into regular business processes without requiring the use of the human user interface of the portal.

C. Project Results

Successful projects will publish and share software developed to integrate access to the GOS catalog and services into the applicants' applications for an identified purpose.

Awardee will identify a constituent problem space that requires the recurrent search, evaluation, selection, and usage of geospatial data or services that are resident in GOS. As new records continuously come online in GOS, the ability to search and display new resources should be included. Solution will propose and deploy novel methods of data or services visualization in support of an identified community with access provided through a web browser or a desktop application. Software shall be modular and subsequently published as open-source so that it may be modified and re-deployed by other NSDI users and providers. Such solutions should be applicable (re-deployable) to other sites and similar problem domains.

Areas of *potential* applied research: Use of GeoRSS/Atom feeds for syndicating GOS geospatial metadata; integration with existing search engine APIs for geospatial search on GOS metadata; use of geospatial 2-D and 3-D rendering APIs to overlay multiple map services located through the GOS catalog; orchestrating discovery and integration of GOS data or services into decision support workflows for alerting, simulation, or modeling, or other repeatable business process; developing web-based geoprocessing services (i.e. OGC Web Processing Service) to re-process data found through GOS; development of community subset search applications against GOS to embed in new geographic or community portals.

Deliverables: Documentation of problem and solution; publishing of software and documentation; hosting and demonstration of software solution to meet an identified governmental need.

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. Awards in this category will not be made to extend software or project activities supported through CAP awards in FY2007-2008.

E. Funding Amount and In-Kind Match

(1) Federal assistance

Up to \$40,000 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. Limited travel may be proposed, including a public demonstration for FGDC-affiliated organizations.

G. Partnership and Collaboration Requirement

The software 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

Primary application should be made with respect to the following standards associated with catalog service query:

- OGC Catalog Service for the Web (CSW) FGDC Profile, ebRIM Profile, and Version 2.0.2 'baseline'
- OGC Catalog Service Version 2.0.2, Z39.50 Profile
- FGDC Content Standard for Digital Geospatial Metadata, Version 2.0
- North American Profile (Draft), ISO 19115 Metadata

A variety of NSDI standards (FGDC and external geospatial standards) may additionally be proposed. Standards websites include: <http://www.opengeospatial.org/standards> and http://www.fgdc.gov/standards/projects/index_html.

I. Category Lead technical contact

Douglas Nebert, Senior Advisor for Geospatial Technology, ddnebert@usgs.gov

J. USGS Involvement Statement

The USGS will collaborate closely with the awarded projects in the project design and execution phase. The NSDI CAP Category Lead will monitor the milestones and accomplishments on work performed as part of this agreement.

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 Grants 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 E – Category 2: Behind the Portal - Use of GOS Map and Data Services 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:

Please provide information on the following items, as appropriate:

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations (organization, address)
- (d) Organization Internet address
- (e) FGDC-endorsed standard selected for the project
- (f) Principal Investigator - name, telephone, fax, email
- (g) Other contact personnel - name, telephone, fax, email
- (h) Geographic scope or area
- (i) Previous CAP participation (awarded or submitted but not awarded)

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

Describe project, its steps, and partners/participants. Describe how the project contributes to the NSDI and will accelerate access to GOS-registered resources using relevant standards. 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 GOS-registered resources 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 user base.

(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, deployment, and outreach phases of the project. Identify intended support for relevant standards and the innovation proposed for this project. Describe anticipated deployment and outreach/adoption phase.

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 (25 points)

Identify the responsibilities and interests of the applicant organization(s). Provide documentation of community interest and benefit. Describe the extent to which the operation of this solution 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

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, which includes:

- 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.

2009 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 Outcomes

The following are examples of desired outcomes resulting from strategic and business planning activities conducted under this category. Applicants will be expected to utilize the existing FGDC/National States Geographic Information Council (NSGIC) Strategic and Business Plan templates and other supporting documentation.

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.

- 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 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.

States submitting complete, in-scope proposals that have not received NSDI CAP Fifty States assistance awards in the past will be given first priority to receive a 2009 NSDI CAP award.

States that have received NSDI CAP Fifty States assistance awards in the past will only be considered if funds are still available after the awards are made to “first time” States. Furthermore, if repeat States are considered, priority will be given to proposals that are \$25,000 or less.

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 a statewide coordinator
- c. Salary for statewide coordination staff
- d. Publications
- e. Workshops
- f. Training
- g. Travel expenses as required to complete this project

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, February 22, 2009. Relevant documentation will be shared with successful applicants at this workshop.

4. Applicants are strongly encouraged to budget funds to attend the 2009 NSGIC Annual Meeting in Cleveland, Ohio on October 4-8, 2009. It is anticipated that additional Fifty States Initiative learning opportunities will take place during the NSGIC Annual Conference.

H. Category Lead Technical Contact

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

The FGDC Technical Lead will schedule quarterly Teleconferences or meetings to provide an exchange of information among category award recipients.

I. Reporting

1. An interim and final project report is required and will be posted on the FGDC Grants 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.

J. 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

Please provide information on the following items, as appropriate:

- (a) Applicant's Organization
- (b) Collaborating organizations: include a clear and concise statement for each organization regarding the extent and nature of their support.
- (c) Organization Internet address
- (d) Relevant National Digital Geospatial Clearinghouse node address (if any)
- (e) Principal Investigator-name, telephone, email
- (f) Other key contact personnel-name, telephone, email
- (g) Geographic scope
- (h) Previous CAP 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 (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 (30 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

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, which includes:

- 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.

2009 NSDI CAP Category 4: Enabling Use of Government Tabular Data in a Geographic Context

A. Background

Abundant 'business' data within all levels of government include reference to a location by address, code, or coordinates. These data frequently reside in a database, spreadsheet, or file but may not have been used to create a map or to perform geographic analysis. In short, they are not being exploited by their owners as geographic data. The Office of Management and Budget's Geospatial Line of Business (<http://www.whitehouse.gov/omb/egov/c-6-8-glob.html>) identifies an inherent benefit in the ability to access, exchange, and visualize such loosely-geo-referenced tabular information with other geospatial data for analysis and applications. As the conversion of such tabular data into "geo-enabled" data sets is not straightforward to the non-GIS community, the FGDC seeks collaborative development and operation of a public web service that can make geo-enablement easy and productive.

B. Project Goals

The objective of this CAP Category is to develop, demonstrate, and operate a high-performance, public standards-based Web Service to create geospatial datasets automatically from tabular government data merged with geospatial features. Resulting data and services will allow the data to be discovered, accessed, and applied in its geographic context.

C. Project Results

The main outcome of this project will be the development of a standards-based, high-value geospatial fusion service that would allow for any agency to log-in, upload a structured data set (spreadsheet, table, comma or tab-delimited file), document the meaning and value of each column, and select the one or more columns present that can be linked to stored geographies (county, city, census unit, zipcode, address, etc). The awardee will need serve and link to base geographic data (feature geometry and public identifier). Each tabular dataset would then be stored/hosted by the service, joined with the common geographic base data, and made available as a geo-enabled dataset (with FGDC V2 or North American Profile metadata). The resulting dataset will be available for access by a simplified version of the Geography Markup Language (GML, ISO 19136:2007) for client download. Next, the provider would be invited to interact with the data set to apply and save appropriate symbology using one or more variables, potentially using OGC Style Layer Descriptor (SLD). The resulting symbolized data would then be saved as an OGC Web Map Service (WMS, ISO 19128:2004) for display, made available for download as an OGC KML Version 2.2 file for client-side viewing, and served as a feature collection (or raster surface 'coverage') to be downloaded as simple Geography Markup Language (GML, ISO 19136:2007) through an Open Geospatial Consortium (OGC) Web Feature Service or OGC Web Coverage Service and through additional popular data formats. Interface to the service may be accessed through an OGC Web Processing Service.

The awardee will work with multiple Federal government agencies identified by the FGDC to demonstrate the process on at least three candidate strategic tabular data sets. This will be used to test the service software interface on a variety of geo-enabled data cases and to produce and register specific geo-enabled data for the community to discover and apply. The service shall be made available on the public Internet to all governmental users, initially in the context of the Geospatial Line of Business in supporting internal and trans-enterprise business data exchange. This collaboration is a key factor of 'substantial involvement by the Government' in this cooperative agreement.

The FGDC identifies the FGDC Coordination Group members as a potential candidate list for Federal proposal partners in this Category. Other national Federal entities may be proposed who would benefit from geo-enablement for activities of national scope. The URL to the

Coordination Group members and their contact information is:
<http://www.fgdc.gov/participation/coordination-group/coordination-group-members>.

The software must be highly modular and portable and support the Web and geospatial standards described above. The software shall be made available as open source and packaged such that it may be easily installed by any organization for use on their internal or public-facing websites. Intellectual property rights of the service software would be retained by the Government. Hosted service operation is required for at least 12 months after the operational launch of the software, but continued pledge of operation beyond the initial performance period will be evaluated as a measure of sustainability.

Deliverables:

- Service software and documentation to meet general Government usage requirements
- Hosting of service, geographic 'place' data sets, and uploaded tabular data
- Interim and final report to identify best practices and opportunities and to document the geo-enablement of Federal practices

Single award: \$150,000 to cover requirements development, software design and deployment, user collaboration with Federal partner(s), service hosting, data hosting of uploaded data, documentation, end-user assistance, software updates and maintenance.

D. Applicant Eligibility

Private sector or other organizations with a demonstrated operational software development expertise, support, and maintenance capability may apply. Applicants that have not received a CAP award in the last three annual cycles (2006-2008) will be given preference in scoring.

E. Funding Amount and In-Kind Match

1. Federal assistance

Up to \$150,000 will be obligated to individual projects under this category.

2. In-Kind Resource Match

A minimum 50% match is required (i.e. in-kind match of at least \$75,000 is expected for a \$150,000 award). Contribution of matching personnel hours or funding, supplied development hardware and software, or other in-kind resources will be considered. The value of data may be considered as match funding if the commercial value or licensing costs of the geographic data used by this service can be independently verified. 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, hosting, and demonstration are activities that are anticipated for funding under this project. Limited travel may be proposed, including a public demonstration for FGDC-affiliated organizations.

G. Partnership and Collaboration Requirement

The software shall be jointly designed by FGDC-designated individuals and the awardee in order to support actual Federal government business requirements. Monthly consultative calls will be held to assist in project design and direction.

H. Applicable Standards

FGDC Content Standard for Digital Geospatial Metadata, Version 2
North American Profile (Draft), ISO 19115 Metadata

Geography Markup Language (GML, ISO 19136:2007)
OGC Style Layer Descriptor (SLD)
OGC Web Map Service (WMS, ISO 19128:2004)
OGC KML, Version 2.2
OGC Web Feature Service, Version 1.1
OGC Web Coverage Service, Version 1.1
OGC Web Processing Service, Version 1.0

Standards websites include: <http://www.opengeospatial.org/standards> and <http://www.fgdc.gov/standards/projects/index.html>.

I. Category Lead technical contact

Douglas Nebert, Senior Advisor for Geospatial Technology, email: ddnebert@usgs.gov

J. USGS Involvement Statement

The USGS will collaborate closely with the awarded projects in the project design and execution phase. The NSDI CAP Category Lead will monitor the milestones and accomplishments on work performed as part of this agreement.

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 Grants 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 See Attachment G – Category 4: Enabling Use of Government Tabular Data in a Geographic Context 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:

Please provide information on the following items, as appropriate:

- (a) Project title
- (b) Applicant organization (name, office/branch, street address, city, State, zip)
- (c) Collaborating organizations (organization, address)
- (d) Organization Internet address
- (e) FGDC-endorsed standard selected for the project
- (f) Principal Investigator - name, telephone, fax, email
- (g) Other contact personnel - name, telephone, fax, email
- (h) Geographic scope or area
- (i) Previous CAP participation (awarded or submitted but not awarded).

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

Describe project, its steps, and partners/participants. Describe how the project contributes to the NSDI, supports the Geospatial Line of Business, and will accelerate adoption of relevant standards. Identify the scope of application, availability, and deployment of software solution.

Proposals will be evaluated on the scoping of a technical solution to support identifiable goals for all-of-government geo-enablement.

(2) Technical approach (25 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, deployment, and outreach phases of the project. Identify intended support for relevant standards and the variety of data formats to be ingested and to be created and the protocols used for their access. Describe anticipated outreach phase including demonstrations of geo-enabling example Federal tabular data sets. Preference will be given to projects supporting the broadest variety of data types and service interfaces.

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 (25 points)

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

Proposals will be evaluated based on the technical support capability of the proposal. Preference will be given to private sector or non-profit organizations with demonstrated experience in software development and hosted web service solutions in this domain of application.

(4) Commitment to Sustainability (25 points)

Describe the extent to which the operation of this hosted web service will be sustained after the performance period. The intention of the award is to provide sufficient incentive for collaborative development and deployment costs, whereas lower long-term operations costs are expected to be borne by the applicant. 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

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, which includes:

- 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.

2009 NSDI CAP Category 5: Building Data Stewardship for *The National Map* and the NSDI

A. Background

The National Geospatial Program (NGP) of the U.S. Geological Survey (USGS) is working to make available current and accurate transportation data to support the geospatial data needs of government, private industry and the public. In support of this requirement, Category 5 of the CAP seeks to develop long-term partnerships with organizations to act as data stewards for transportation data within their State or region.

Projects funded under this category are expected to implement or expand sustainable operational capabilities to maintain geospatial transportation data over an organization's (or consortia) geographic area of interest. This grant is a one-time cooperative agreement to assist organizations with integration of local data updates into State or regional datasets, and from these State or regional datasets into *The National Map*. 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 Geospatial One-Stop (GOS) portal, as appropriate.

B. Project Goals

The goal of this category is to assist organizations and consortia to work together with the NGP to develop stewardship agreements and capabilities that provide long-term maintenance of transportation geospatial information that serves Federal, State, Tribal, regional and local community needs. Participation is sought from those organizations with existing transportation data and services considering long-term maintenance of the data that is of interest to *The National Map* and its users. Funds may help participants overcome impediments to participation and improvements to their data and services as part of the NSDI.

The primary need for transportation data are updates for features, attributes, and geometry of roads, but also extends to railroads, trails and airports in *The National Map*. The data will be part of a national data inventory of consistent, seamless, integrated data that is continuously improved through the incorporation of data updates from the data community.

C. Project Results

- Projects funded under this category are expected to implement or expand sustainable operational capabilities to maintain and update data over an organization's (or consortia) geographic area of interest and to provide the data to USGS national databases. 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.
- Data is available in the public domain¹ 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.
- Operational capability to maintain and update data evidenced through periodic updates of data made available through *The National Map*.
- Written agreement with NGP to serve as an NSDI steward.
- The data theme of interest for the 2009 Category 5 CAP awards is transportation data. Data offered must improve (be more current, accurate, etc.) on those already available in *The National Map*.

¹ Public domain refers to works that are not protected under U.S. copyright law and are publicly available. Public domain materials may be used by anyone, anywhere in the U.S., anytime without permission, license, or royalty payment.

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. Applicants must represent application of NSDI from local data updates through region/state updates to national updates.
2. A letters of support from a USGS Geospatial Liaison, a State or regional GIS council, or equivalent coordination group are encouraged.
3. The applicant must demonstrate the capability or intent to develop, maintain, manage, and exchange data in support of the NSDI from local to State/regional to national levels.
4. Institutions that have received NSDI CAP Building Data Stewardship for *The National Map* and the NSDI assistance award in 2008 are not eligible to receive a 2009 NSDI CAP award in this category.

E. 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 100% 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 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 \$50,000, the required 100% in-kind match is \$50,000.

F. Funded Activities

1. Activities 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 expense for hardware and software may be funded dependent on available funds. Data collection will NOT be funded through this announcement.
3. Project Presentation: In order to spread and promote knowledge of the NSDI, CAP participants are encouraged to formally present on their activities and contribute to written materials prepared by the NGPO. Presentation can be at 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. The NGPO requests that this information be shared for NGPO purposes.

G. Partnership and Collaboration Requirement

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 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, when available 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 transportation model and content specifications, see <http://bpgeo.cr.usgs.gov/model/>.

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

Paul Wiese, Geographic Information Integration and Analysis, email: pmwiese@usgs.gov

J. USGS 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 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 5 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 USGS will collaborate closely with the awarded projects. The USGS Geospatial Liaisons and the NSDI CAP Category Lead will monitor the milestones and accomplishments on work performed as part of this agreement.

L. Reporting

1. Interim and final project reports documenting activities and outcomes are required and will be posted on the FGDC Grants Web site, <http://www.fgdc.gov/grants>. Documentation will describe 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 format and content see Attachment H – Category 5: Building data stewardship for *The National Map* and the NSDI 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 concise, but described in sufficient detail to provide the reviewers with a full understanding of the project. It is appreciated if proposals followed the format listed below.

(0). Proposal Summary

Please provide information on the following items, as appropriate:

- (a) Applicant's Organization
- (b) Organization Internet address
- (c) Relevant National Digital Geospatial Clearinghouse node address (if any)
- (d) Principal Investigator: name, telephone, email
- (e) Other key contact personnel: name, telephone, email
- (f) Geographic scope
- (g) Previous CAP participation (awarded or submitted but not awarded)

(1) Project Scope: (30 points)

Provide a description and measured area of the geographic area of interest and the intended activities that would facilitate and foster stewardship of transportation data within a national database. Describe the data and its characteristics. Discuss the anticipated update or refresh cycle for the data. Identify the extent to which data will be degraded or restricted for any reason. Identify the organizations involved at the local and state/region levels 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.

Proposal evaluation will be based on the degree to which the applicant demonstrates a comprehensive plan in terms of coverage area, participation at multiple levels of organization and an understanding of the data design.

(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 and 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. 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.)

Proposal evaluation will be based on the degree to which the applicant demonstrates an ability to organize, finance and coordinate geospatial data management projects.

(3) Related Experience of Project Team (20 points)

Describe the team's current level of operations and support services for maintenance and distribution of the data. Describe experience with USGS 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.

Proposal evaluation will be based on the degree to which the applicant demonstrates familiarity with NSDI concepts and practices at the State or regional level, particularly in the context of integration with National Map partnership activities and products.

(4) Data Service Function and Capacity (30 points)

Describe your capabilities for collaborative geospatial data maintenance and web services for the data that will be used in the project. Describe plans for continuity of operations, backup, mirror sites, and/or offsite archive. Provide the name and version of the software being used or developed for this project. Describe capabilities to address feature identity management, feature level metadata, change management tracking, interoperable data exchange, data standardization and links or extensions to related data sources. Identify users and collaborators that access your GIS data and mapping. Describe design goals, both short-term and long-term, of how this project will improve your current baseline. In addition, if hardware and software are to be acquired under this announcement please describe it and justify its function to the project.

Proposal evaluation will be based on the degree to which the applicant demonstrates data designs and technical infrastructure that can be applied to development and maintenance in the context of NSDI.

(5) Budget Breakdown

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, which includes:

- 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 theme of interest for the 2009 Category 5 CAP awards is transportation data. Characteristics of data currentness, attribution and positional accuracy are provided as goals. Data offered 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. Commonly-used unique feature identifiers also are of interest. Additional information can be found in the Geographic Information Framework Data Content Standard Web page, <http://www.fgdc.gov/standards/projects/incits-l1-standards-projects/framework>.

Two types of geographic areas are of special interest. For urban areas (see Section O), the data should have the currentness and positional accuracy qualities typically sought by local governments. For large areas (for example, States or groups of States), the data 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 Accuracy ²	Minimum Currentness ³	Minimum Resolution or Accuracy ⁴	Minimum Currentness ⁵
Transportation	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.

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 data is restricted, the data should be available for integration into a secured USGS database, with clear definition of the data distribution and use restrictions and reasons for the restrictions.
- 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.

^{2.4} 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.

^{3.5} 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.)

O. Urban Areas

“Urban areas” of interest are the geographic area for the urbanized area⁶ or urban cluster⁷ as delineated by the Bureau of the Census from the 2000 Census for the places listed below. 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- Fremont, CA
Charleston-North Charleston, SC	Los Angeles-Glendale-Long Beach- Huntington Beach-Santa Ana- Anaheim, CA	San Juan, PR
Charlotte, NC-SC	Louisville, KY-IN	Santa Fe, NM
Chattanooga, TN-GA	Lubbock, TX	Sarasota-Bradenton, FL
Cheyenne, WY	Madison, WI	Scranton, PA
Chicago, IL-IN	McAllen, TX	Seattle-Tacoma, WA
Cincinnati, OH-KY-IN	Memphis, TN-MS-AR	Shreveport, LA
Cleveland-Akron, OH	Miami-Ft. Lauderdale, FL	Spokane, WA-ID
Colorado Springs, CO	Milwaukee, WI	Springfield, IL
Columbia, SC	Minneapolis-St. Paul, MN	Springfield, MA-CT
Columbus, GA-AL	Mission Viejo, CA	St. Louis, MO-IL
Columbus, OH	Mobile, AL	Stockton, CA
Concord, NH	Modesto, CA	Syracuse, NY
Corpus Christi, TX	Montgomery, AL	Tallahassee, FL
Dallas-Fort Worth-Arlington- Garland-Irving, TX	Nashville, TN	Tampa-St. Petersburg, FL
Dayton, OH	New Haven, CT	Toledo, OH-MI
Denver-Aurora, CO	New Orleans-Metairie, LA	Topeka, KS
Des Moines, IA	New York-Newark, NY-NJ-CT	Trenton, NJ
Detroit-Warren, MI	Norfolk-Chesapeake-Newport News- Virginia Beach, VA	Tucson, AZ
Dover, DE	Oklahoma City, OK	Tulsa, OK
El Paso, TX-NM	Olympia, WA	Washington-Arlington, DC-VA-MD
Flint, MI	Omaha, NE-IA	Wichita, KS
Fort Wayne, IN		Worcester, MA-CT
Frankfort, KY		Youngstown, OH-PA

⁶ 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.

⁷ 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.

2009 NSDI CAP Category 6: FGDC-Endorsed Standards Development and Implementation Assistance and Outreach (excluding Metadata Standards)

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 (EO) 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 EO 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 EO further designates standards development responsibilities to agencies assigned particular 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). It 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 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 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 should 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.

C. Project Results

For FGDC standards in development, deliverables shall include:

- Public review drafts or final drafts, as submitted by the standards development organization (often an FGDC Subcommittee or Working Group) or FGDC-endorsed standards. 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 public review 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 made available 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 goal and objectives:
http://www.aacsb.edu/resource_centers/assessment/ov-process-define.asp
<http://ets.tlt.psu.edu/learningdesign/objectives>
<http://www.biz.colostate.edu/masterteacher/MTISummerFiles/>

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.

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 FGDC-Endorsed Standards Implementation Assistance and Outreach assistance awards in 2008 are not eligible to receive a 2009 NSDI CAP award in this category.

E. Funding Amount and In-Kind Match

(1) Federal assistance

Up to \$25,000 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) Training and outreach (if training is the primary objective of the proposal) to other organizations, including:

- (a) Training sessions (travel, facilities, reproduction costs, equipment, 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.

(2) 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.

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

The FGDC Standards Web site (<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/index.html>) provides links to resources for materials development. 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>.

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 Grants 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-Endorsed Standards Development and Implementation Assistance and Outreach Project (excluding Metadata Standards) Interim and Final 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. 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:

Please provide information on the following items, as appropriate:

- (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).

(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) selected and all relevant voluntary consensus standards. List organizations or target organizations and communities 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. 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.

(4) Commitment to Effort (maximum 25 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

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, which includes:

- 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.

2009 NSDI CAP Category 7: Demonstration of Geospatial Data Partnerships across Local, State 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. 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 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 domain⁸ 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 2009 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 Building Data Stewardship for *The National Map* and the NSDI assistance award in 2008 are not eligible to receive a 2009 NSDI CAP 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

⁸ Public domain refers to works that are not protected under U.S. copyright law and are publicly available. Public domain materials may be used by anyone, anywhere in the U.S., anytime without permission, license, or royalty payment.

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 expense for hardware and software may be funded dependent on available funds. 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 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, when available 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 transportation, structures and boundary model and content specifications, see <http://bpgeo.cr.usgs.gov/model/>.

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. USGS 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 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 USGS will collaborate closely with the awarded projects. The USGS Geospatial Liaisons and the NSDI CAP Category Lead will monitor the milestones and accomplishments on work performed as part of this agreement.

L. Reporting

1. Interim and final project reports documenting activities and outcomes are required and will be posted on the FGDC Grants 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 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

Please provide information on the following items, as appropriate:

- (a) Applicant’s Organization
- (b) Organization Internet address
- (c) Relevant National Digital Geospatial Clearinghouse node address (if any)
- (d) Principal Investigator: name, telephone, email
- (e) Other key contact personnel: name, telephone, email
- (f) Geographic scope
- (g) Previous CAP participation (awarded or submitted but not awarded)

(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 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.

(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 (20 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 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

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, which includes:

- 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 2009 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/incits-l1-standards-projects/framework>.

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 Accuracy ⁹	Minimum Currentness ¹⁰	Minimum Resolution or Accuracy ¹¹	Minimum Currentness ¹²
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.

Other requirements:

- 3) 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,
- 4) 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 area¹³ or urban cluster¹⁴ as delineated by

^{9,11} 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.

^{10,12} 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.)

¹³ 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.

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-Fremont, CA
Charleston-North Charleston, SC	Los Angeles-Glendale-Long Beach-Huntington Beach-Santa Ana-Anaheim, CA	San Juan, PR
Charlotte, NC-SC	Louisville, KY-IN	Santa Fe, NM
Chattanooga, TN-GA	Lubbock, TX	Sarasota-Bradenton, FL
Cheyenne, WY	Madison, WI	Scranton, PA
Chicago, IL-IN	McAllen, TX	Seattle-Tacoma, WA
Cincinnati, OH-KY-IN	Memphis, TN-MS-AR	Shreveport, LA
Cleveland-Akron, OH	Miami-Ft. Lauderdale, FL	Spokane, WA-ID
Colorado Springs, CO	Milwaukee, WI	Springfield, IL
Columbia, SC	Minneapolis-St. Paul, MN	Springfield, MA-CT
Columbus, GA-AL	Mission Viejo, CA	St. Louis, MO-IL
Columbus, OH	Mobile, AL	Stockton, CA
Concord, NH	Modesto, CA	Syracuse, NY
Corpus Christi, TX	Montgomery, AL	Tallahassee, FL
Dallas-Fort Worth-Arlington-Garland-Irving, TX	Nashville, TN	Tampa-St. Petersburg, FL
Dayton, OH	New Haven, CT	Toledo, OH-MI
Denver-Aurora, CO	New Orleans-Metairie, LA	Topeka, KS
Des Moines, IA	New York-Newark, NY-NJ-CT	Trenton, NJ
Detroit-Warren, MI	Norfolk-Chesapeake-Newport News-Virginia Beach, VA	Tucson, AZ
Dover, DE	Oklahoma City, OK	Tulsa, OK
El Paso, TX-NM	Olympia, WA	Washington-Arlington, DC-VA-MD
Flint, MI	Omaha, NE-IA	Wichita, KS
Fort Wayne, IN		Worcester, MA-CT
Frankfort, KY		Youngstown, OH-PA

¹⁴ 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.

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 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 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).*]
- 43 CFR Part 42, Government Debarment and Suspension (Non-procurement)
- 43 CFR Part 43, Government-wide Requirements for Drug Free Workplace

--- 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

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 assistance award recipients. The Recipient has established or will establish an account with PMS. With the award of each 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.

Payments will be made available through the PMS. The PMS is administered by the Department of Health and Human Services (DHHS), Division of Payment Management of the Financial Management Service, Program Support Center. The DHHS will forward instructions for obtaining payments to the recipients. Inquiries regarding payment should be directed to:

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

The Division of Payment Management Web address is www.dpm.psc.gov. Problems or questions with electronic draw down procedures should be directed to Raynette Robinson (301-443-9180) or Tadios Asgodom (301-443-9229).

Payments may be drawn in advance only as needed 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
SF 272 Federal Cash Transactions Report	Electronic submittal	Contracting Officer	See Section 5.C. below.
Final SF 269 Financial Status Report	Original + 1	Contracting Officer	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. **Financial Reporting Requirements**

(a) **STANDARD FORM 272, FEDERAL CASH TRANSACTIONS REPORT** is required quarterly for each PMS subaccount. Quarterly reports are due 45 days after the end of each fiscal quarter. Instructions for submitting SF 272 can be found at the following website: http://www.dpm.psc.gov/grant_recipient/psc_272_reports/psc_272_reports.aspx?explorer.event=true

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.

(b) **STANDARD FORM 269, FINANCIAL STATUS REPORT** is required annually and is due 90 calendar days after the end of the annual budget period.

(c) **FINAL FINANCIAL STATUS REPORT.** The recipient will liquidate all obligations incurred under the award and submit a final 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 to obtain any remaining amounts due. Once 120 days has passed since the grant/agreement completion date, the PMS subaccount for this award may be closed by USGS at any time.

- (d) Subsequent revision to the final SF 269, Financial Status Report, will be considered only as follows -
- (i) When the revision results in a balance due to the Government, the recipient must submit a revised SF 269 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 reimbursement costs claimed by the recipient, a revised SF 269 may be submitted to the Contracting Officer with an explanation. If approved, the USGS will either request and pay a final invoice or re-establish the PMS 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 269 report 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

Recipient of cooperative agreements and/or sub-awards are 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. 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. 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. A 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 falls in this category should any question 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

2009 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	\$	\$
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 grants Web site.

Date

Indicate **Agreement Number**

Indicate **Project title:**

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

Organization: Name, address, Web address

Primary Investigator: 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?

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?

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 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 2: Behind the Portal: Use of GOS Map and Data Services
Interim and Final Report Format

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

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?

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
Interim and Final Report Format

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

1. Interim Report Format

Date:

Indicate Agreement Number:

Indicate Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

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?

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

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 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

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 did this cooperative agreement “make a difference” to your State?
- 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: Enabling Use of Government Tabular Data in a Geographic Context
Interim and Final Report Format

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

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?

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 5: Building Data Stewardship for *The National Map* and the NSDI
Interim and Final Report Format

The goal of this category is to assist organizations and consortia to work with the USGS to make base geospatial information widely available to meet government, business and citizen needs. Please use this format to develop a brief and succinct interim or final project report, as appropriate. Keep the report short and to the point. All reports will be posted to the FGDC grants 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 (To be completed for the final report only)

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 (Interim and final report requirement)

a. Describe the project; its tasks, highlights, challenges, and accomplishments. What are your approaches to overcoming impediments to participation in *The National Map*? Based on your experience what would you recommend for implementation and development for project success (technical, institutional and organizational)?

b. Describe the data content provided to *The National Map*. Are there any use restrictions? Are your map services and data documentation (metadata) registered in Geospatial One-Stop? What is the status of maintaining, updating and serving themes of data that are included in *The National Map*? Based on your perspective and project experience describe user requirements for a national level spatial data infrastructure.

c. Describe the operational capability to maintain and update data through periodic updates of data made available 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.

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 6: FGDC-Endorsed Standards Development and Implementation Assistance
and Outreach Project (excluding Metadata Standards)
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 or implementation of FGDC-endorsed standards. Keep the report short and to the point. All reports will be posted to the FGDC grants 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

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.
- For the final report, identify completed activities and activities planned after the performance and inform the community of the guidance resources.

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 7: Demonstration of Geospatial Data Partnerships across Local, State 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 grants Web site.

1. Interim Report Format

Date:

Indicate Agreement Number:

Indicate Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

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?

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:

Indicate Agreement Number:

Indicate Project Title:

Organization: Name, address, Web address

Principal Investigator: Name, telephone, email

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 did 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.

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 did this cooperative agreement "make a difference" to your State?

Was the assistance you received sufficient or effective?

What would you recommend that the FGDC do differently?

Attachment J - Category 7 Report Format

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?

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: Desk Officer for the Interior Department, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. OMB ICR Reference Number: 200802-1028-002.