

2012 NSDI CAP



Category 3 and 5 Kick-off Presentation

May and June 2012

CAP Administrative Guidance

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



Schedule

◆ Project Performance Period

- Start and end dates are listed on the award document sent by the USGS grants specialist
- These are the dates when Federal funds are available for the project
- No-cost extensions subject to approval



Accessing Funds

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



Financial Reporting

◆ Using SF425 Federal Financial Report

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

◆ Interim Financial Report

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

◆ Final Financial Report

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



Technical Reporting

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



Award Modifications

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

Modification Process

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



Need assistance?

- ◆ Doug Nebert, Category 3 Lead
 - (703) 459-5860; ddnebert@fgdc.gov
- ◆ Julie Binder Maitra, Category 5 Lead
 - (703) 648-4627; jmaitra@fgdc.gov
- ◆ Gita Urban-Mathieux, CAP Coordinator
 - (703) 648-5175 burbanma@usgs.gov



Questions?

