2012 NSDI CAP

Category 3 and 5

Kick-off Presentation

May and June 2012
CAP Administrative Guidance

  - Contact information
  - Setting up reimbursement process
  - Financial reporting requirements
  - Interim and final technical report requirements and template
    - Information about changes to award – PI change, budget reallocation, and no-cost extension

- Additional Information
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

  - 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?

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Questions?