Category 4:

Fifty States Initiative: Business Plan Development and Implementation

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Welcome

◊ Arista Salimi Maher, Program Analyst, FGDC Office of the Secretariat; Category 4 Lead

◊ Brigitta ‘Gita’ Urban-Mathieux, FGDC Office of the Secretariat; NSDI CAP Coordinator
2012 CAP Category 4 Projects


- James Cannistra, Maryland Department of Planning - *Business Plan for Maryland Statewide Parcel Data Development & Maintenance*
2012 CAP Category 4 Projects, cont’d.

Matthew Krok, Geographic Information Society Nevada Chapter URISA - *Business Plan Creation For Statewide Parcel Data and Enhanced Elevation Data for Nevada*

Joe Sewash, North Carolina Office of the State Chief Information Officer - *Developing a Business Case for the North Carolina Master Address Database Maintenance in North Carolina*
Project Resources and Requirements

- FGDC 50 States Initiative Information:
  - http://www.fgdc.gov/policyandplanning/50states/50states

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

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

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

- **Iowa** – Jim Langtry
  - jlangtry@usgs.gov ; (402) 328-4128

- **Maine** – Dan Walters
  - danwalters@usgs.gov ; (207) 622-8201 x128

- **Maryland** – Roger Barlow
  - rbarlow@usgs.gov ; (703) 648-5189

- **Nevada** – Carol Ostergren
  - costergren@usgs.gov ; (916) 278 - 9510

- **North Carolina** – Gary Merrill
  - glmerrill@usgs.gov ; (803) 750-6124
CAP Administrative Guidance

- http://www.fgdc.gov/grants/CAPAdministrativeGuidance
  - Contact information
  - Setting up reimbursement process
  - Financial reporting requirements
  - Interim and final technical report requirements and template
    - Information about changes to award – PI change, budget reallocation, and no-cost extension

Additional Information

Accessing Funds

- Using Department of the Treasury Automated Standard Application for Payments (ASAP)

- ASAP Enrollment Process
  1) Email organization information to Laura Mahoney (lmahoney@usgs.gov)
  2) Recipient will be contacted by ASAP to complete the process

- Enrollment information -
  http://www.fms.treas.gov/asap/pr_questions_enrollment.html

- Payments should be drawn in advance only to meet immediate cash disbursement needs

- The enrollment must be completed within 45 days
Financial Reporting

- **Using SF425 Federal Financial Report**
  - Submitted via FedConnect (need to register)
  - Contact: Laura Mahoney (lmahoney@usgs.gov)

- **Interim Financial Report**
  - Due annually basis
  - Year is based on the project start date

- **Final Financial Report**
  - Due at end of the project
  - A signed copy needs to be mailed, faxed, or emailed to the NSDI CAP Coordinator
Technical Reporting

- **Interim Report**
  - due 6 months after project start date

- **Final Report**
  - due on project end date

- Email to Category Lead and NSDI CAP Coordinator

- Template on the NSDI CAP web site
Award Modifications

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

Modification Process

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

_Arista Salimi Maher, Category 4 Lead_
- (703) 648-6283; amaher@fgdc.gov

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- (703) 648-5175 burbanma@usgs.gov
Questions?