

United States Geological Survey

Groundwater and Streamflow Information Program, National Ground-Water Monitoring  
Network

<https://cida.usgs.gov/ngwmn/cooperativeagreements.jsp>



Notice of Funding Opportunity - Fiscal Year 2023  
Funding Opportunity Number (FON) G23AS00358

Closing Date: 01/26/2023

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## A. Program Description

### A1. Authority

The Groundwater and Streamflow Information Program of the USGS is offering a cooperative agreement funding opportunity to state or local water-resources agencies that collect groundwater data to participate in the National Ground-Water Monitoring Network. The USGS is working to develop and administer the National Ground-Water Monitoring Network (NGWMN). This funding opportunity is to support data providers for the National Ground-Water Monitoring Network.

Legal authority for this opportunity is provided under Public Law 111-11, Subtitle F—Secure Water: Section 9507 “Water Data Enhancement by the United States Geological Survey.” Funds will be used to support connecting new data providers to the Network and to support existing data providers to maintain persistent data service and to enhance the NGWMN.

The funding available for this Program Announcement is expected to be up to \$1,700,000 for Federal FY2023. This estimate does not bind the USGS to a specific number of awards or to the amount of any individual award. Congress has not yet authorized FY2023 funds for the National Ground-Water Monitoring Network, so awards cannot be made until this funding is appropriated. Work performance under these awards must be completed within the two-year cycle from the start date. The timing of funds availability and the signing of the award will determine the start date. Individual applications are restricted to a funding level of \$150,000 for a one-year project or \$300,000 for a two-year project. Funding for routine work under Objective 2A to maintain persistent data services is limited to \$20,000 per year. Substantial involvement of the USGS is anticipated to provide support to new data providers during the site selection and classification process and to establish web services that interact with the NGWMN Data Portal. The USGS also will provide guidance to existing data providers on techniques for collection of site information, on well maintenance activities, and on well drilling to support development of the NGWMN. Therefore, these awards will be in the form of cooperative agreements.

### Catalog of Federal Domestic Assistance (CFDA) Number

15.980

### A2. Background, Purpose and Program Requirements

#### Background

The National Ground-Water Monitoring Network (NGWMN) is designed to be a compilation of selected wells and springs from existing monitoring efforts to create a network to assess long-term water-level and water-quality trends at a national scale. The

National Ground-Water Monitoring Network started as a product of the [Subcommittee on Ground Water](#) (SOGW) of the Federal [Advisory Committee on Water Information](#) (ACWI). The design for the National Ground-Water Monitoring Network is presented in the document ‘A National Framework for Ground-Water Monitoring in the United States’ and is available at: [https://cida.usgs.gov/ngwmn/doc/ngwmn\\_framework\\_report\\_july2013.pdf](https://cida.usgs.gov/ngwmn/doc/ngwmn_framework_report_july2013.pdf). The Network focuses on monitoring groundwater in the Nation’s most productive aquifers. The Network is designed primarily to help answer questions of groundwater availability at a Principal or major aquifer scale. The NGWMN focuses on serving data at actively monitored sites to help answer current groundwater availability questions. To create a unified network, field and data management techniques need to be as consistent as possible and sites need to be selected and classified in a common manner. In addition, site density in the Network should be consistent at the [Principal and Major aquifer](#) scale. This [spreadsheet](#) has the recommended well densities for each state and Principal Aquifer.

Data from the NGWMN is served from a [Network Portal](#) that links to data from all the various data providers’ databases. To accomplish this, the data providers must set up and maintain persistent web services for their databases. The data elements from these web services are mapped to the Portal elements so that data can be retrieved to answer questions at a regional scale that crosses data provider boundaries.

The focus of the Network will be on long-term data collected at a sufficient frequency to determine seasonal and long-term effects. Water-level and water-quality data from both wells and springs are included in the NGWMN. The NGWMN supports the Department of the Interior’s Secretarial Priorities by allowing water managers, primarily State Water Resource Agencies, to share their water-level and water-quality monitoring data to help monitor current conditions and avoid future water conflicts that may result from changes in the environment.

### **Network Policies, Standards and Procedures**

The requirements for the National Ground-Water Monitoring Network are described in the National Ground-Water Management Framework Document, which is available online at: [https://cida.usgs.gov/ngwmn/doc/ngwmn\\_framework\\_report\\_july2013.pdf](https://cida.usgs.gov/ngwmn/doc/ngwmn_framework_report_july2013.pdf)

“Tip Sheets” are available to provide guidance related to the NGWMN and can be found at: <https://cida.usgs.gov/ngwmn/learnmore.jsp> under the ‘Data Provider’ tab. The tip sheets are a quick reference for data providers on the following topics:

- [Well Selection Criteria for Water Levels](#)
- [Well Selection Criteria for Water Quality](#)
- [Defining the Subnetwork](#)
- [Defining Monitoring Categories](#)
- [Populating the NGWMN Monitoring Location Registry](#)
- [Minimum Data Requirements for Candidate sites](#)

- [Web Service Development](#)
- [Water-Quality Web Services](#)

These tip sheets should be used as guidance during all projects. For new data provider projects, they contain information on well selection and classification, minimum requirements for NGWMN sites, adding sites to the NGWMN, and guidelines on web services. For projects with existing data providers, they contain information on density guidelines and criteria for NGWMN sites.

Both Well Selection tip sheets reference a spreadsheet that lists well densities for the NGWMN by Principal Aquifer and State. Applicants should consult this [spreadsheet](#) before they propose adding new wells to the NGWMN or drilling new wells to enhance the Network.

## Objectives

The NGWMN is providing financial support for six objectives described in this section. The type of work supported under each objective is described in this section. The requirements that need to be included in the proposal for each objective are described in section D2 of this program announcement. Proposed work outside these objectives will not be funded.

**If an agency is applying as a new data provider, then the ‘Support to become a new data provider’ objective must be completed before work can begin on any other objectives. During the second year of a new data provider project, the applicant can propose work under Objectives 2 and 3 that begins once the Objective 1 work is planned to be completed. New data provider proposals may not propose work under Objectives 4, 5, or 6.**

Water-level monitoring or water-quality data collection is not supported under any objective. Purchase of monitoring equipment or supplies is limited to continuous water-level monitoring equipment under Objectives 5 or 6. Purchase of downhole cameras, geophysical logging equipment, or GPS equipment is not supported under any objective. However, costs for renting equipment while it is used for work on NGWMN sites is allowed. Costs for any of these items may be used as agency in-kind services.

In-kind services are not required for work proposed under Objectives 1-3.

### Objective 1: Support to become a new data provider

This objective provides funding to perform work necessary to become a data provider to the NGWMN. The agency will select and classify sites from their existing networks for inclusion in the NGWMN. They will provide data from agency databases to the NGWMN Portal by creating new web services or repurposing existing web services. They will document field and data management practices specific to their agency so that users of the NGWMN data have information on the quality of data from the varied sources. A brief report summarizing the work to become a new data provider is required.

Ideally, work to become a new data provider would be completed in year one of a two-year project but may continue into a second year if necessary. Note that no other objectives may be initiated on the project until the ‘Support to become a new data provider’ objective is complete.

The expected total costs to become a new data provider commonly ranges from about \$60,000 to \$120,000. Costs may vary depending on Information Technology (IT) costs, security issues, the number of sites that need to be reviewed and classified, and indirect rates.

Web services established in this objective are how agency data are shared with the NGWMN Data Portal. Guidance for setting up the web services is available in the [Web Service Development](#) tip sheet. The web services must return the minimum data elements as described in the [Minimum Data Elements Tip Sheet](#). The service must return the data in XML format. We encourage, but do not require the use of data standards for the XML web services that are established. These include: [WaterML2](#) for water-levels, [GWML2](#) for lithology and construction information, and [WQX](#) for water quality data.

For water-level network sites, separate web services are required to serve water-level, well-construction, and lithology data.

For water-quality network sites, water-quality data can be provided by either setting up new web services or by making the data available through the [USEPA's Water Quality Exchange](#). New data providers are encouraged to provide data through the Water Quality Exchange as this makes the data available to the NWQMC [Water-Quality Data Portal](#), which can be used to provide the data to the NGWMN. If web services are used to serve the water-quality data instead, they should follow the guidelines in the [Water-Quality Web Services Tip Sheet](#) and use of the WQX standard is encouraged. In either case, separate web services are required for water-level, well construction, lithology, and water-quality data (if not provided through the USEPA Water Quality Exchange).

If using USEPA's Water Data Exchange, data providers would need to regularly upload their data to ensure that recent data are available.

During the site selection and classification portion of the project, providers may identify sites that would be beneficial to the NGWMN but are missing some required data elements. These sites can be added to the NGWMN Monitoring Location Registry but should not yet be displayed on the Portal (Display Flag set to ‘N’). These sites will then be eligible for funding under Objective 3 to fill the site information gaps. If all sites have missing data elements, work to fill those gaps for selected wells may be proposed under Objective 3 in a project to become a new data provider.

Software purchases or license fees to support delivery of NGWMN data via web services are supported. However, software purchases or license fees related to storage of agency

data or routine processing of data are not supported.

Travel costs are not supported for work under Objective 1.

Objective 2: Support persistent data service from existing data providers

This objective provides funding to perform activities necessary to maintain persistent data services from agency databases to the NGWMN Portal and to support work to add new sites to the network and upgrade or improve web services. Work under this objective can consist of two parts that will require separate budgets and workplans and will be evaluated separately.

Part 2A: Work under Part 2A is to support data providers to keep the sites and information in the NGWMN current and to maintain the database connections (web services) to the NGWMN Data Portal. Support for this work is limited to a maximum of \$20,000 per year. Activities supported under this are:

- Maintain web services that provide data to the portal
- Fix any issues with the services so that data continues to flow to the NGWMN Data Portal
- Keep the list of sites in the NGWMN Monitoring Location Registry up to date
  - Remove sites that are no longer active
  - Add new replacement sites to the NGWMN
  - Resolve any issues with duplication of NGWMN sites
- Keep metadata for NGWMN sites in the NGWMN Monitoring Location Registry up to date
- Provide updates to the NGWMN Data Provider page

Part 2B: Work supported under Part 2B allows agencies to apply for funding to support additional work. There is no funding limit on this additional work beyond the annual and project limits (\$150,000 for a one-year project or \$300,000 for a two-year project). This additional work may include:

- Upgrade web services in conjunction with major agency database upgrades
- Add new fields to existing services that have recently been requested by the NGWMN Portal staff
- Upgrade existing services to provide data using established XML data standards (WaterML2, GWML, or WQX)
- Modify existing water-quality services to meet guidelines in the [Water-Quality Web Services](#) Tip Sheet
- Modify existing databases to store fields required as Minimum Data Elements by the NGWMN and modify existing web services to serve these new fields

- Expand web services. This can include adding new web services that were not originally set up when the agency became a data provider. For example, an agency that currently provides only water-level data could use this objective to add a web service to serve water-quality data
- Expand the number of sites in the NGWMN. This may include selecting sites for a Principal Aquifer that was not part of the data provider's original project. This can support selecting and classifying the new sites and adding the sites to the NGWMN Monitoring Location Registry. Adding less than 20 new sites to the NGWMN should be done under Objective 2A. Expansion of sites under 2B should be for 20 or more new sites

Software purchases and license fees to support delivery of NGWMN data via web services are supported. However, software purchases or license fees related to storage of agency data or routine processing of data are not supported. Quality assurance of routinely collected data is not supported.

Travel costs are not supported for work under Objective 2.

### Objective 3: Filling gaps in information at NGWMN sites

This objective provides funding to perform work necessary to fill metadata gaps in the required data elements listed in the NGWMN [Minimum Data Requirements](#) tip sheet. The work may include data entry from available sources or field data collection efforts that fill metadata gaps.

For existing data providers, work to fill site information gaps can only be proposed for sites that are in the NGWMN Monitoring Location Registry at the time of the proposal due date. A table of sites for which work is proposed must be included in the proposal and should include the NGWMN ID for each site.

New data providers can propose work that they know will need to be done at all sites prior to entry into the NGWMN. The specific sites do not need to be listed, since they have not been selected yet.

Examples of supported site information gap-filling activities include:

- Data collection to fill metadata gaps
  - Sounding wells to determine depth
  - Well logging to determine well construction details including screen intervals, casing diameter and depth, etc. Logging can include downhole camera surveys
  - Well logging to determine lithology
  - GPS or leveling of land surface altitude and/or measuring points at wells or springs



- GPS update of latitude/longitude at wells or springs
- Entry of data collected under this objective into agency databases and the NGWMN Monitoring Location Registry
- Data entry to fill metadata or NGWMN data gaps
  - Entry of lithologic data from paper files
  - Entry of well construction data from paper files
  - Entry of historical water-level or water-quality data for NGWMN sites into current agency databases

Data collection techniques and quality assurance methods for data collected under this objective should be described in the Data Management Plan submitted with the proposal.

Equipment rental and travel costs are allowed. Software purchases to analyze data collected during the project are supported.

#### Objective 4: Site maintenance

This objective provides funding to perform maintenance work on wells or springs in the NGWMN to ensure that data are of high quality. The work may include well redevelopment, well rehabilitation or repair, periodic pumping to ensure connection to the aquifer, or aquifer or slug testing of the well to quantify aquifer connection. Other maintenance activities can include replacing shelters, installing protective casing, or installing fencing to protect the site. Work to maintain access at spring sites is also supported. Any work that helps ensure the integrity of quality of the data or helps protect the site so that data can be collected may be considered under this objective.

Site maintenance tasks can only be done at sites that are in the NGWMN Monitoring Location Registry at the time of the proposal due date. A table of sites for which work is proposed must be included in the proposal.

Landscaping or brush clearing to improve site access is not supported under this objective. Construction of pathways to improve site access is also not allowed.

Examples of supported Site maintenance activities include:

- Well redevelopment
- Periodic pumping of observation wells to assess/maintain connection to aquifer
- Well-integrity testing
- Borehole camera investigations to determine site status
- Well rehabilitation or repair
- Well shelter replacement or repair

- Installation of protective surface casing at wells
- Fencing or other measures to secure the site

Data collection techniques and quality assurance methods for data collected under this objective should be described in the Data Management Plan submitted with the proposal.

Equipment rental and travel costs are allowed. Software purchases to analyze data collected during the project are supported.

#### Objective 5: Well drilling

This objective provides funding to install wells to enhance or maintain the NGWMN. Well installation may include replacement wells for existing NGWMN sites and installation of wells at new locations that fill spatial gaps in the NGWMN Network.

Sites that are to be replaced under this objective must be in the NGWMN Monitoring Location Registry on the closing date of the funding opportunity. A table of sites for which work is proposed must be included in the proposal and should include the NGWMN ID for each well. Sites that are to be drilled to fill new gaps in the NGWMN do not need to be in the NGWMN Monitoring Location Registry.

Drilling shall be done by qualified and licensed agency staff or by using a licensed contract driller. All state drilling requirements must be met. Well drilling activities cannot be contracted to the USGS. In addition, USGS staff cannot be contracted to serve in any role in the drilling operations using NGWMN cooperative agreement funds.

Data collection at any new wells to obtain minimum data elements for the NGWMN is allowed under this objective. This can include geophysical logging, GPS surveys, and well integrity testing. Purchase and installation of continuous water level monitoring equipment (as outlined under Objective 6) can also be done under Objective 5.

Any new or replacement wells that will be added to the Water-Level Subnetwork must be equipped with continuous water-level monitoring equipment and put into the 'Trend' Monitoring Frequency category.

For replacement of NGWMN sites that are owned by the agency, proper sealing of the well being replaced is encouraged to be included as part of the project. Work to seal wells being replaced is eligible for funding under this funding opportunity under Objective 5. All state requirements for proper well closure and abandonment must be met.

Data collection and quality assurance techniques for data collected under this objective should be described in the Data Management Plan submitted with the proposal.

Supplies needed for well drilling are allowed. Equipment rental and travel costs are allowed. Software purchases to analyze data collected during the project are supported.

## Objective 6: Purchase equipment to support continuous water-level data collection

This objective supports the purchase of water-level monitoring equipment for NGWMN continuous water-level sites. Once every five years, equipment may be purchased to replace equipment at current NGWMN sites with continuous data collection. Equipment may also be purchased under Objective 6 to upgrade the water-level monitoring frequency at existing NGWMN sites to continuous data collection. This could be for NGWMN Trend sites with only quarterly or monthly discrete data collected or to equip an existing NGWMN Surveillance site to be a Trend monitoring site.

Equipment that is at least 5 years old at the time of the proposed project start date qualifies for equipment replacement funding.

Equipment purchases can include data loggers, pressure transducers, cables, and other equipment required to collect continuous water-level data. Vented cables may be purchased for each well. Alternatively, barologging equipment may be installed at select sites to provide the barometric data needed to correct the data when using non-vented transducers. Ideally, barologgers should be installed in locations where they can be used to do corrections on multiple wells located nearby.

Funding for this Objective is subject to per well limits on equipment purchases. These limits cover the total cost of the pressure transducer, datalogger, related equipment, and installation costs. For sites without telemetry equipment, this limit is set at \$2,000 per well. For sites with telemetry (either satellite or cell telemetry) the purchases can also include the telemetry equipment and related equipment and the limit is set at \$4,000 per well. Cables for continuous data collection can be purchased beyond the limits stated above. Any costs for equipment (other than cables) that exceeds the limits above can be used as in-kind services match. Actual costs for equipment must be justified.

This objective can be used to cover equipment purchase costs, salary, and travel to install the equipment, and salary needed for documentation of equipment purchases in the project final report. Water-level monitoring operations and maintenance or field visit costs are not supported under this objective but can be used as in-kind services. Funding for cell service or satellite service fees to obtain telemetered data is not eligible under this objective, but can be included as in-kind services under this objective.

## **B. Federal Award Information**

### **B1. Total Funding**

#### **Estimated Total Funding**

\$1,700,000

## **B2. Award Amount**

### **Maximum Award**

\$300,000

### **Minimum Award**

\$5,000

## **B3. Anticipated Award Funding and Dates**

### **Anticipated Award Date**

July 01, 2023

Individual applications are restricted to a funding level of \$150,000 for a one-year project or \$300,000 for a two-year project. Funding for routine work under Objective 2A to maintain persistent data services is limited to \$20,000 per year. Substantial involvement of the USGS is anticipated to provide support to new data providers during the site selection and classification process and to establish web services that interact with the NGWMN Data Portal.

All projects should propose start dates between July 1, 2023 and September 30, 2023.

## **B4. Number of Awards**

### **Expected Number of Awards**

30

Based on past years, about 20-30 awards are expected.

## **B5. Type of Award**

### **Funding Instrument Type**

CA - Cooperative Agreement

Substantial involvement of the USGS is anticipated to provide support to new data providers during the site selection and classification process and to establish web services that interact with the NGWMN Data Portal. USGS also will provide guidance to existing data providers on techniques for collection of site information, on well maintenance activities, and on well drilling to support development of the NGWMN.

## **C. Eligibility Information**

### **C1. Eligible Applicants**

#### **Eligible Applicants**

- 00 – State governments
- 01 – County governments
- 02 – City or township governments
- 25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

### **Additional Information on Eligibility**

Applicants can be state or local water-resource agencies which collect groundwater data.

## **C2. Cost Sharing or Matching**

### **Cost Sharing / Matching Requirement**

No

### **In-kind services cost-share guidelines**

In-kind services cost sharing is used to create partnerships to meet the goals of building and enhancing the NGWMN. This allows agencies to contribute work they are doing at NGWMN sites to match the Federal funding provided for the NGWMN. Only work performed at NGWMN sites or potential new NGWMN sites (well drilling) can be used as in-kind services. This can include the costs of collecting water-level or water-quality data at sites that are part of the NGWMN.

In-kind services are not required for work proposed under Objectives 1, 2 or 3 because work done under these objectives is of benefit primarily to the NGWMN.

While no specific match rate is required, a 25% match of agency in-kind services to USGS funding is suggested. The formula for calculating the match percent is:  $((\text{match costs}) / (\text{match costs} + \text{USGS Funding})) * 100$ . Proposed work on Objectives 4-6 that does not provide at least 25% match will be scored lower during proposal evaluation.

Since each objective is scored independently during review, in-kind services cost sharing must be provided separately for each objective. Include in-kind services cost sharing in the detailed budget for each objective and provide details similar to that required for work to be funded by the USGS. List the individuals who will be doing the work and the tasks they will be doing.

Examples of in-kind resource match are salaries, contracts for work supported under this proposal, contractual support, travel expenses, software purchase, equipment or supplies used for the project, and indirect costs or overhead charges. **Agency activities related to operation and maintenance of NGWMN sites that are a part of their current (local agency) network can be used as in-kind services match. This can be either the collection of water-level data for a NGWMN site or water-quality sampling of a NGWMN site.** Work to perform quality assurance of data at NGWMN sites can also be used as in-kind services match. Drilling work used as match can only be for wells that will be added to the NGWMN. The need for these wells should be described in the same detail required for other NGWMN sites. Their benefit to the NGWMN needs to be demonstrated. All in-kind service activities must occur during the performance period of the project.

All contributions, including cash and third-party in-kind, will be accepted as part of the recipient's in-kind match when such contributions meet all the following criteria:

- Verifiable from the recipients' records
- Not included as contributions for any other federally assisted project or program
- Necessary and reasonable for proper and efficient accomplishment of project or program objectives
- Allowable under the applicable cost principles
- Not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost matching
- Provided for in the approved budget when required by the Federal awarding agency
- Conform to the provision of the appropriate OMB Circular, as applicable

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 the project. 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.

Third-party in-kind services can include work done by another state or local agency in support of your project provided it meets the same limitations listed for applicant in-kind services.

The 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 detailed budget breakdown.

### **C3. Other**

Agencies cannot propose work under Objectives 4, 5, or 6 in a proposal to become a new data provider (Objective 1).

#### **Proposal eligibility:**

The following items will result in a proposal or work under the related objective being deemed ineligible:

- Missing detailed budgets for an objective

- Proposals from data providers working with a local USGS Cooperative Matching Funds project to collect groundwater data that are missing a letter of support from the local USGS Water Science Center
- Funding request that exceeds award limits
- Proposals that contract with U.S. Government agencies to perform work on the project

**Excluded Parties:** USGS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. USGS cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

The following proposals are ineligible for consideration under this Announcement:

- Proposals from U.S. Government agencies or U.S. Government employees
- Proposals from Federally Funded Research and Development Centers (FFRDC)
- Proposals principally involving the direct procurement of a product, equipment, or service not used for data collection

## **D. Application and Submission Information**

### **Grants.gov Application Submission and Receipt Procedures**

#### **Grants.gov Application Submission and Receipt Procedures**

*This section provides the application submission and receipt instructions for U.S. Geological Survey (USGS) program applications. Please read the following instructions carefully and completely.*

#### **1. Electronic Delivery**

USGS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. USGS encourages applicants to submit their applications online through Grants.gov.

#### **2. How to Register to Apply through Grants.gov**

a. *Instructions:* Read the instructions below about registering to apply for USGS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Note: An entity will be assigned a Unique Entity Identifier (UEI) by SAM. No Dun and Bradstreet (DUNS) number is required after April 4, 2022.

Complete organization instructions can be found on Grants.gov here:  
<https://www.grants.gov/web/grants/applicants/organization-registration.html>

1) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

2) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>

3) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter UEI assigned by SAM in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

4) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

5) *Track Role Status*: To track your role request, refer to: <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

### **3. How to Submit an Application to USGS via Grants.gov**



Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
  - 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
    - a. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
- NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software  
at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
- b. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
  - c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

*Applicant Support:* Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the USGS with tracking your issue and understanding background information on the issue.

#### **4. Timely Receipt Requirements and Proof of Timely Submission**

a. *Online Submission.* All applications must be received by the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When USGS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by USGS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

#### **D1. Address to Request Application Package**

##### **Program Website Link**

<https://cida.usgs.gov/ngwmn/cooperativeagreements.jsp>

#### **D2. Content and Form of Application Submission**

##### **1. SF-424, Application for Federal Assistance**

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box and

provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

The electronic submission shall consist of forms SF-424, SF-424A, and SF-424B, and a Project Narrative Attachment Form.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All required application forms are available with this announcement on Grants.gov.

Well drilling work is considered construction. Any proposals including work under Objective 5 (Well Drilling) will also need to submit form SF-424D, 'Assurances for Construction Programs'.

### **Project Narrative**

The items described below in items A through I should be included in the application package as the ‘Project Narrative Attachment Form’. Failure to comply with the required application components listed below may result in the proposal being rejected.

The proposal (item B below) shall not exceed 20 single-spaced pages and the type size shall not be smaller than 12 points. All pages of the application shall be numbered. All text, figures, and tables shall be sized to fit on 8½” by 11” paper with 1-inch margins. Items A through I as described below shall be **combined in one document, in the order noted below**, and submitted through Grants.gov in either MS Word or Adobe PDF format. **The figures, tables, required maps, overall project budget, detailed budgets for objectives, timelines for objectives, data management plan, staff qualifications, letters of support, the NGWMN proposal checklist, and the negotiated rate agreement (if required) should also be included in the combined document but do not count toward the page limit.** Figures and tables should have numbers and captions.

The items described below in items A through H below should be included in the application package as the ‘Project Narrative Attachment Form’.

- A. Proposal Information Summary
- B. Proposal
- C. Overall Project Budget
- D. Detailed Budget for each objective
- E. Timeline for each objective
- F. Data Management Plan
- G. Staff Qualifications
- H. Supporting Letters
- I. NGWMN Proposal Checklist

### **A. Proposal Information Summary**

Provide a summary for the proposal using the format shown in Attachment A, 'Proposal Information Summary Format'. The project title should not exceed 80 characters. The project title should be the same as that used in the title box of Form SF-424. List a single

Technical Contact/Principal Investigator for the proposed work. Provide a start date for the proposed work sometime in the period from July 1st, 2023 through September 30th, 2023.

## **B. Proposal**

The proposal should include background information about your agency and network, a summary of your planned project, and a detailed description of the project with a separate section for each objective that is part of the project (see guidance below).

The page limit for the proposal section is 20 pages. Maps and tables in proposal should be numbered and referenced in the text. Tables and figures can appear in the proposal, at the end of the proposal, or in an appendix. Maps and tables do not count towards the page limit.

Tables of sites at which field work is proposed must be included and should include the NGWMN site number, the Principal Aquifer, and the well depth. A listing of specific work proposed at each well and the estimated cost is recommended.

Maps of sites where specific work is proposed need to be included. If maps do not show the entire state, include an inset map. All maps should include a north arrow, scale bar, explanation, and figure caption. Label the sites on the map using NGWMN site number or index number if possible. Include [USGS National Aquifers](#) on the map(s). Data layers with the Principal Aquifers and Aquifers of Alluvial and Glacial Origin are available at:

[Principal Aquifer of the United States](#)  
[Aquifers of Alluvial and Glacial Origin](#)

Do not include links to any data or information on a website as part of your proposal. If the content is important, include it in the proposal. We will not consider any information from referenced websites as part of the proposal evaluation process. The only exception to this is that you may include links to references for methods you propose to use as part of your proposal.

Include references for any methods used to perform work on NGWMN sites or describe the methods you will be using in detail. You may include links to the references for the methods used.

There should be a consistency between the workplan, detailed budget, and timeline for each objective. Tasks described in the workplan should be included in the detailed budget and the timeline for each objective.

### **a. Background information**

Provide supporting information about your agency, monitoring networks, and your database and IT infrastructure. Because membership on the NGWMN Program Board that evaluates the proposals may change from year to year, all proposals should have this information included so that it is available during

proposal review. Describe your network and your involvement with the NGWMN in enough detail so that new Board members have the necessary background to evaluate your current proposal. Each proposal should stand on its own and not rely on background information included in previous proposals. The following items should be addressed:

- i. Description of Agency primary purpose. Give a brief description (1-2 paragraphs) of your agency and its primary purpose.
- ii. Description of the Agency's existing monitoring networks. Provide a detailed description of existing monitoring networks relevant to the needs of the NGWMN. Describe how the data are used to support your agency monitoring goals. Identify the USGS Principal or major aquifer that are monitored.
- iii. Describe any projects with the NGWMN. If applicable, describe any past projects with the NGWMN. Summarize your involvement with the Network. Indicate the number of sites your agency is currently providing to the NGWMN. Provide a table listing funding for active projects that will occur during the performance period of the proposed work.
- iv. Information Technology (IT) Infrastructure. Describe the databases used to store data at your agency and the web server infrastructure if applicable. Briefly describe any current data sharing applications, services, or websites. Discuss any security requirements or limitations.

b. **Project Summary**

Provide a concise summary of the project that includes the following:

- Statement of the overall purpose of the project. List the objectives that are included as part of the project.
- Briefly list the work to be performed under each objective (1-2 sentences per objective)
- Briefly describe the project deliverables and expected outcomes (one paragraph)
- Describe any work that will be done by contractors or performed by another agency

c. **Project Description**

Provide a workplan with details on each objective for which you are applying. Describe the need for the proposed work and the benefits to the NGWMN. List all tasks required to complete the work. For each task, justify the need for the work, the methods that will be used to do the work, and the staff that will be doing the work. Include either detailed descriptions of the methods that are proposed or provide references for the methods you will be using. For field work, indicate the number of staff that will be in the field each day for each task.

- Describe the need for the work

- State the benefits of the work to the NGWMN
- Provide a detailed list of tasks needed to complete the work
  - Describe the need for each task
  - Describe the work that needs to be done
  - Provide methods/approach to complete the work (if applicable), provide references if possible
  - Indicate who will be doing the work
- The list of tasks should be the same as that shown in the detailed budget and timeline for the objective
- Task descriptions should include details on staffing, travel, contracts, etc. to explain or support items in the detailed budget

The workplan should include the items listed below for each applicable objective.

**Objective 1: Support to become a new data provider**

Include a map of the potential sites that new NGWMN sites will be selected from. This map should include any existing sites in the NGWMN (those contributed by other agencies) and the Principal Aquifers of the United States. If some of the wells are in glacial aquifers, include the ‘Aquifer of Alluvial and Glacial Origin’ as well.

The following tasks should be included in the workplan for this objective for a new data provider. For each task indicate who will be doing the work:

- Select sites for the NGWMN. Describe the available sites and why they are appropriate for the NGWMN. Select appropriate sites for the NGWMN according to criteria in the NGWMN Framework document, the [Well Selection Criteria for Water Levels](#) and [Well Selection Criteria for Water Quality](#) tip sheets, the [Minimum Data Requirements](#) tip sheet, and the [Well Density Spreadsheet](#)
- Classify sites into Subnetworks and Monitoring Categories: Classify sites as described in the NGWMN Framework document and [Defining the Subnetwork](#) and [Defining Monitoring Categories](#) tip sheets
- Provide required data elements for selected sites. Data are provided either in the NGWMN Monitoring Location Registry or through web services. The required data elements are listed and the source of data for each element is described in the [Minimum Data Requirements](#) tip sheet
- Identify any gaps in required data elements for sites that are selected
- Populate the NGWMN Monitoring Location Registry with site and network information. See the [Populating the NGWMN Monitoring Location Registry](#) tip sheet. This can be done interactively in the NGWMN Monitoring Location Registry or by populating the site and network data in a NGWMN provided template spreadsheet and uploading that spreadsheet into the NGWMN Monitoring Location Registry

- Connect agency databases to the NGWMN Portal using web services. Separate web services will be required for water-level data, well construction data, and lithology data. If water-quality data are to be served, a water-quality data web service will also be needed unless otherwise available from the USEPA Water Quality Exchange (<http://www.waterqualitydata.us/>). Guidance for setting up the web services is available in the [Web Service Development](#) tip sheet. Specific guidance for water-quality web services is given in the [Water-Quality Services tip sheet](#)
- Document data collection and data management protocols. This is needed so that the NGWMN can provide users of the NGWMN data an understanding of the quality of the data. Our goal is to provide water-level and water-quality data of known quality
- Prepare a brief report. Document the work done for the tasks above. This should include: the criteria used to select and classify wells, a description of web services set up for the project and the underlying supporting IT infrastructure, a description of the field data collection, and a description of data management practices. This report will be used to populate a Data Provider page that includes information on site selection, classification, data collection, data management, and general information about the data provider and their networks. Examples of Data Provider pages are available at:
  - <https://cida.usgs.gov/ngwmn/provider/KSGS>
  - <https://cida.usgs.gov/ngwmn/provider/SCDNR>
  - <https://cida.usgs.gov/ngwmn/provider/OWRB>

Agencies proposing to become a new data provider may not include work under Objectives 4, 5, or 6 in their initial proposal.

Work under this objective does not require any agency in-kind services match.

### **Objective 2: Support persistent data service from existing data providers**

Work under Objective 2 can consist of two parts. Part 2A is basic work to provide persistent data service to the NGWMN. Work allowable under Part 2A is described in Section A2 under Objective 2. Work under Objective 2A can be funded at a maximum of \$20,000 per year. Part 2B consists of special tasks that occasionally will be needed to upgrade the sites or connection to the NGWMN Data Portal. Work allowable under Part 2B is described in Section A2 under Objective 2. There is no set funding limit for this work other than the annual and per project limit that applies to all projects.

Purchase of software or software maintenance license fees that are used for database storage of routine processing of water-level or water-quality data are not supported. Work to upgrade databases or transfer data to a new database are not supported.

Prepare a separate workplan and budget for work proposed under Part 2A and Part 2B. Work proposed under Part 2A and Part 2B will be evaluated and scored separately.

Part 2A: The following tasks should be included in the workplan for work under Part 2A for this objective. For each task, indicate who will be doing the work.

- Keep the list of sites in NGWMN Monitoring Location Registry up to date. See the [Populating the NGWMN Monitoring Location Registry](#) tip sheet. Add any new qualified sites to the NGWMN Monitoring Location Registry and remove any sites that are no longer active
- Classify any new sites according to Subnetwork and Monitoring Categories as described in the NGWMN Framework document and the [Defining the Subnetwork](#) and [Defining Monitoring Categories](#) tip sheets. Review classification of existing sites to see if they are still appropriate
- Populate data elements for any new sites in agency databases and the NGWMN Monitoring Location Registry. See the [Populating the NGWMN Monitoring Location Registry](#) tip sheet
- Keep site information on existing sites updated in the NGWMN Monitoring Location Registry as new data becomes available
- Maintain web services connections to the NGWMN Portal. NGWMN Portal staff will be in communication with the agency staff if the web services are not providing data for several days
- In conjunction with the NGWMN Portal staff, update web services to serve any new required elements. New required elements will be occasionally added to the [Minimum Data Requirements](#) tip sheet
- Review NGWMN Data Portal Data Provider pages for your agency and provide updates to the NGWMN, as needed
- Document persistent data services activities in final report for the project

Part 2B: The following tasks should be included in the workplan for work under part 2B for this objective. For each task indicate who will be doing the work.

The following tasks should be included in the workplan for this objective for a data provider who will be adding more than twenty new sites:

- Select sites for the NGWMN. Describe the new sites to be added and why they would benefit the NGWMN. Select appropriate sites for the NGWMN according to criteria in the NGWMN Framework document, the [Well Selection Criteria for Water Levels](#) and [Well Selection Criteria for Water Quality](#) tip sheets, the [Minimum Data Requirements](#) tip sheet, and the [Well Density Spreadsheet](#)
- Provide a map showing potential new sites, active NGWMN sites (including those from other agencies) and the Principal Aquifer
- Classify sites into Subnetworks and Monitoring Categories: Classify sites as described in the NGWMN Framework document and [Defining the Subnetwork](#) and [Defining Monitoring Categories](#) tip sheets



- Provide required data elements for selected sites. Data are provided either in the NGWMN Monitoring Location Registry or through web services. The required data elements are listed and the source of data for each element is described in the [Minimum Data Requirements](#) tip sheet
- Populate the NGWMN Monitoring Location Registry with site and network information. See the [Populating the NGWMN Monitoring Location Registry](#) tip sheet. This can be done by populating the site and network data in a NGMWN provided templated spreadsheet and uploading that spreadsheet into the NGWMN Monitoring Location Registry
- Prepare a brief report. Document the work done for the tasks above. This should include the criteria used to select and classify wells

The following tasks should be included in the workplan for this objective for a data provider who will adding web services:

- Connect agency databases to the NGWMN Portal using web services. Describe the new web services that are to be added to the NGWMN. Explain why they were not included in the original project and why they would benefit the network now. Guidance for setting up the web services is available in the [Web Service Development](#) tip sheet
- If applicable, set up the Water-quality web services using guidance given in the [Water-Quality Services tip sheet](#)
- Prepare a brief report. Document the work done for the tasks above. This should include a description of web services set up for the project

Other work can also be included in this objective. This can include updates to existing services, adding new fields to existing services, and upgrading existing services to XML standards. This can also cover modifications to existing databases to store fields required as Minimum Data Elements by the NGWMN and the modifications to existing web services to serve these new fields. For each work item proposed, include the following:

- Describe the need for the work, the planned approach, and the benefit to the NGWMN
- Describe the tasks needed to accomplish the work
- Document any work in the final report for the project

If you have work proposed for both Part 2A and Part 2B in the same proposal, provide separate workplans and budgets for Part 2A and 2B.

Work under this objective does not require any agency in-kind services match.

### **Objective 3: Filling gaps in information at NGWMN sites**

Multiple site information gaps can be addressed as part of this objective. Make sure to provide background information, specific work needed, and the cost for each gap. Include a timeline that shows all the site information gaps and a planned timeframe for

all tasks required for each gap.

A Data Management Plan is required for any data collected or added to agency databases. All projects that are proposing work under Objective 3 should include this work in their Data Management Plan.

The following information should be provided for each proposed site information gap filling activity:

- Describe the information gap and how filling the gap will benefit the NGWMN. Refer to the [Minimum Data Requirements](#) tip sheet as needed
- Describe your planned approach to fill the gap
- Describe any field techniques and equipment you will be using to collect data. Provide references for methods or describe your methods in the proposal
- Provide a table of the proposed data-collection activities at each site including the NGWMN site number and the approximate cost of the work
- Include a map of sites where work is proposed. The map should include the Principal Aquifer
- Describe your plan to perform quality assurance on new data as it is collected and entered into databases
- If any GPS work is proposed, specify the equipment and methods to be used and the expected vertical and horizontal accuracy
- Document gap filling activities in the final report for the project

Work under Objective 3 can be done under a New Data Provider Project. If all potential sites have data missing, work can be proposed to correct this for the approximate number of sites that are expected to be selected. If only some potential sites are missing required elements, propose work for the approximate number of sites. In this case, a table of sites for which work is to be done is not required.

Work under this objective does not require any agency in-kind services match.

#### **Objective 4: Site maintenance**

Multiple maintenance activities can be addressed as part of this objective. Make sure to provide background information, specific work needed, and the cost for each activity. Include a timeline that shows all the well maintenance activities and a planned timeframe for all tasks required for each activity. Photographs of wells needing maintenance can be helpful.

A table of sites showing proposed maintenance is required. Specific maintenance activities to be performed at each site must be listed. Show the cost of work to be conducted at each site. Include a map of the sites for proposed maintenance activities in relation to existing NGWMN sites.

A Data Management Plan is required for any data collected or added to agency databases. Any data collected as part of these maintenance activities should be entered into agency databases and included in the Data Management Plan.

The following information should be provided for each proposed maintenance activity:

- Describe the need for the maintenance activity and how the work will benefit the NGWMN
- Describe the approach that will be used for the activity. Provide references or describe your methods in the proposal.
- Provide a table of the proposed maintenance activities at each site that includes the NGWMN site number and the approximate cost of the work. This table should be included as an appendix to the proposal and will not count against the page limit for the proposal. All sites for which maintenance work is proposed need to be in the NGWMN Monitoring Location Registry by the closing date of the funding opportunity
- Include a map of sites where work is proposed. The map should include the Principal Aquifer
- Summarize the total cost of the proposed maintenance work
- For well rehabilitation/repair or redevelopment activities include a paragraph for each site for which work is proposed that includes:
  - Background and history of the site
  - The benefit of the site to the NGWMN
  - Evidence of impairment
  - Explanation of how the planned approach will resolve the impairment. Describe experience with the method
  - For repairs, provide details on the current construction and describe the proposed construction after the repair
  - Cost of the proposed work
- For periodic pumping of wells to maintain connection to the aquifer, specify the planned pumping frequency (e.g., every 5 years). Well pumping work should be as quantitative as possible so that results through time can be used to assess changes in the connection to the aquifer connectivity. At a minimum, drawdown measurement and calculation of specific capacity is suggested
- For more detailed well integrity testing a quantitative method such as a slug test or aquifer test is preferred. These allow determination of properties that can help assess changes in the well integrity after repeated measurement. Include references for any slug or aquifer test methods and any planned analysis techniques

- For periodic pumping or well integrity testing, include a paragraph describing the need for the work and the planned approach for collection and analysis. A separate paragraph for each well is not required for well integrity testing or periodic pumping of wells. For slug tests include details on the slug testing work. This should include the type of slug test (physical slug or air slug), the diameter of the slug, data recording interval, and the proposed method for data analysis

The following tasks should be included in the workplan for this objective. Indicate who will be doing the work and their qualifications:

- For each maintenance activity, describe the tasks needed to complete the work
- Describe plans to enter and perform quality assurance on any data collected during site maintenance in your database
- Document maintenance work in the final project report

Work is not allowed under Objective 4 in a proposal for a new data provider project.

Because of uncertainties related to contracting work, a maximum of 10% contingency cost may be incorporated into the Objective 4 budget for contracted work to account for inflation.

### **Objective 5: Well drilling**

Provide a summary of the proposed well drilling work. Indicate if the proposed well to be drilled is a new well or a replacement well. Justify any new monitoring wells and describe how they fill NGWMN data gaps. Reference NGWMN well density guidelines when proposing new wells.

**Provide a table of all proposed new or replacement wells. Include the proposed depth, Principal Aquifer, and approximate cost of each well.** If the well is to be a replacement for an existing NGWMN site, list the existing site name, NGWMN number, and the period of record.

Include a map showing proposed new or replacement wells. The map should include existing NGWMN sites (including sites from other agencies) and the Principal Aquifer.

All new wells that will be entered into the Water-Level Monitoring Network must be equipped with continuous water-level monitoring equipment.

Provide the following information on your well drilling plans:

- Describe proposed drilling methods and the reason for their use. Justify the use of advanced drilling methods such as sonic drilling
- A well construction diagram is beneficial. For proposals with multiple wells, a generic construction diagram is acceptable. However, detailed well construction diagrams that indicate the expected stratigraphy and well construction details are appreciated

- Explain how you will meet state drilling requirements
- Describe who you plan to have drill the wells. If the wells are to be drilled by agency staff, they must possess required permits or licenses
- Ensure that all wells drilled for the NGWMN are entered in the NGWMN Monitoring Location Registry. This includes wells drilled as in-kind services. When a replacement well is proposed, the original well can remain in the NGWMN Data Portal to provide historic data but no longer needs to be measured
- **Include a signed copy of SF-424D** (Assurances – Construction Programs) when submitting the proposal through Grants.gov
- Total cost of each well should include well drilling costs (either in-house or contracted), supplies, equipment, travel, and salaries of agency staff for planning and installing the well. This allows partial funding of select wells, if necessary
- If a well is a replacement well, describe how you will be abandoning the existing well

The following information should be provided for each proposed new well or replacement well. Any wells drilled as part of in-kind services should be described with the same level of detail.

- For any proposed new NGWMN wells, include a paragraph for each well that clearly describes the need for the well in the NGWMN. Describe the NGWMN data gap in terms of the NGWMN Well Density guidelines and the [Well Density Spreadsheet](#). Demonstrate to the greatest extent possible, that no other existing wells are available to fill the gap. Describe any reconnaissance work that you have done on the site and any efforts made to obtain landowner permission to drill the well. Describe the Principal Aquifer which will be monitored and what gaps will be filled by the well. Include the estimated depth of the well and proposed well construction plans. Provide the estimated cost to drill the well
- For any proposed replacement wells include a paragraph for each well. Provide the history of the well. Explain how the well fills a gap in the NGWMN. Explain why the well is unsuitable. Explain why rehabilitation of the existing NGWMN well is not possible or cost-effective. Explain why the replacement well is needed for the NGWMN. Provide the construction details for the well to be replaced and for the proposed well. This should show that the proposed well will monitor the same aquifer as the well it is replacing. Provide the estimated cost to drill the well. Describe any efforts to establish a correlation between the water levels in the exiting and replacement well.

The following items are examples of what might be included in the workplan for this objective:

- Planning and preparation for well drilling
- Site reconnaissance

- Obtaining landowner permission for drilling and access
- Well drilling
- Sealing of existing well when drilling a replacement NGWMN well. Should be done according to state requirements for proper well closure and abandonment
- Data collection at the new well to obtain minimum data elements for the NGWMN. This can include geophysical logging, GPS surveys, and well integrity testing
- Purchase and installation of continuous water-level monitoring equipment according to the guidelines listed under Objective 6
- Classifying new wells according to Tip Sheets
- Entry of well-construction details on new well into agency database and NGWMN Monitoring Location Registry
- Documenting well-drilling activities in the final report for the project. All data collected on the new well must be publicly available either through the portal, in the project report, or online

Work is not allowed under Objective 5 in a proposal for a new data provider project. Funding cannot be used to purchase land or obtain easements for drilling.

Because of uncertainties related to contracting work, a maximum of 10% contingency cost may be incorporated into the Objective 5 budget for contracted work to account for inflation.

#### **Objective 6: Purchase equipment to support continuous water-level data collection**

Provide a narrative on the need for the equipment purchase. Describe if the equipment will be used to replace equipment at current NGMWN sites or to upgrade current NGWMN sites to continuous water-level data collection. Describe how the equipment will help fill gaps in the NGWMN Trend Monitoring Network. Describe any equipment that will be purchased under this objective. Include the manufacturer, model, per unit cost, per foot cost for transducer cable, and your reason for selecting the equipment. If you are replacing existing equipment, make sure to demonstrate that the equipment will be at least 5 years old by the proposed start date of the project.

Include a table showing each well for which equipment will be purchased. This table should include: the NGWMN Site Number, the Principal Aquifer, the current monitoring frequency of the site (continuous, monthly, quarterly, annually, etc.), the current monitoring category of the site (Trend, Surveillance), the well depth, age of equipment (of replacement sites), datalogger model, transducer model, cable per foot costs, and the length of cable required.

The workplan must contain a description of the equipment to be purchased and a detailed

breakdown of costs. This should include the manufacturer name, equipment model number, and a justification for the selection of the equipment.

Equipment purchase limits are placed on all proposed wells. These limits include the cost of pressure transducers, data loggers, and other equipment (other than cables), required to install the equipment. The purchase limit for non-telemetered sites is \$2,000 per well. The purchase limit for cell modem or satellite telemetry sites is \$4,000 per well. Any equipment costs above these limits should be documented and can be used as in-kind services.

Cost for cables required for each well are not included in these limits. Therefore, the cable cost for each well should be included in the detailed budget for the Objective separate from other costs for the well.

The final report should provide a summary of the equipment purchases and a list of each well showing the equipment purchased and the date the equipment was installed.

### **C. Overall Project Budget**

An overall summary budget for the entire project should be provided using the following format. Example budget summaries are included in Attachment B, 'Example Budgets'. Proposals that do not use the format shown in the example budgets will be scored lower during proposal evaluation.

#### **Format for Budget Summary**

Indirect cost rate: xx%

<b>Category</b>	<b>Federal Funding</b>	<b>Agency In-Kind Funding</b>	<b>Total Funding</b>
1a. Salary			
1b. Fringe			
2. Supplies			
3. Equipment			
4. Travel			
5. Contracts			
<b>6. Total Direct (sum of items 1-5)</b>			
7. Indirect Cost			
<b>8. Total Cost (sum of items 6-7)</b>			

### **D. Detailed Budget for Each Objective**

A detailed budget for each objective in the proposal must be provided. Detailed budgets must follow the guidelines presented in the section entitled 'Detailed Budget Narrative' below and shown in the example budget summaries in Attachment B, 'Example Budgets'. Objectives that do not have a detailed budget included will not be considered for funding. Proposals that do not use the format shown in the example budgets will be scored lower during proposal evaluation.

- Provide a detailed budget for each Objective in the proposal
- Make sure to include the Objective summary information as show in the example budgets. This includes the overhead/indirect rate and the Federal, Match, and Total funding for each Objective
- Do not include budget details for categories that are not a part of the Objective in the detailed budget for any Objective
- Make sure the items in the budget match the tasks listed in the proposal for the Objective and those shown in the timeline
- For salary work, do not group tasks under a single staff person. Each staff member should have a separate entry in the budget for each task to which they are assigned
- The workplan corresponding to each detail budget should provide details explaining need for high staff hours, large mileage or travel estimates, equipment costs, and any large expenses. Provide adequate justification for any high-cost items
- Detailed budgets need to be included as text in the proposal. Budgets provided separately as spreadsheets are not acceptable

## E. Timeline for Each Objective

Provide a separate timeline for each objective showing the planned timing of all tasks. This is required for most Objectives that include multiple tasks. Timelines may not be need for Objective 2A proposals for Persistent Data Services work that will be ongoing throughout the project period.

Timelines are especially critical for any Objectives involving contracted work. These timelines should include the time required for the contracting process.

The example below shows an example timeline for a new data provider project. Objective 1 to become a new data provider is completed in the first year of the project. Objective 2A to provide persistent data service is planned for the second year of the project. Provide a timeline for each objective in a similar format.

Example timeline for Objective 1, Year 1

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



Select wells	X	X										
Classify wells			X	X	X							
Add sites to NGWMN Monitoring Location Registry							X	X				
Establish web services								X	X	X		
Progress Report											X	X

Example timeline for Objective 2A, Year 2 (optional)

Task	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Review network sites	X	X										
Add sites to NGWMN Monitoring Location Registry			X									
Maintain web services	X	X	X	X	X	X	X	X	X	X	X	X
Final Report											X	X

## F. Data Management Plan

Proposals submitted to USGS must include a supplementary document labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data. Data Management Plans should include any water-level or water-quality data provided to the NGWMN. The Data Management Plan should include all water-level and water-quality data collected by the agency and supplied to the NGWMN. Methods used to collect any data as part of work proposed under Objectives 3-5 should be described in the Data Management Plan. Additional details on the data management plan are described in the section 'Data Management Plan Requirements'

Data Management Plans should include details about specific data collected or entered into a database as part of the project.

Note: The Data Management Plan does not count toward the 20-page limit.

## G. Staff Qualifications

Provide a short paragraph describing the qualifications of each staff member who will be working on the project. The qualifications should include brief background, education, and experience related to the tasks they will be working on. The staff qualifications should be no more than 300 words for each staff member listed.

## H. Supporting Letters

Proposals that include work done by another agency as part of the project or that require cooperation with another agency should include a letter of support/concurrence from the other agency. The letter does not need to be detailed but should indicate that the agency is aware of the project and the letter should briefly describe their part of the proposed work, if any.

Agencies that are data providers through a Cooperative Matching Funds project with the local USGS Water Science Center must include a letter of concurrence from a Water Science Center representative (Specialist, Data Chief, or Center Director) that they are aware of the work. If part of the project is to enter data into the USGS NWIS database, the letter should indicate the Centers awareness of and willingness to do the proposed work.

Letters of support from other agencies that demonstrate the value of the work to their agency are also appreciated.

Letters of support do not count towards the page limit.

## **I. NGWMN Proposal Checklist**

A proposal checklist must be submitted along with the proposal. This checklist contains items that should be verified prior to submission of the proposal. This should result in more complete proposals. The checklist must be completed by the Principal Investigator listed for the proposal. The checklist must be included in the project proposal. The Proposal Checklist is included in Attachment C.

Green boxes in the checklist indicate items that must be marked. Appropriate responses for green boxes are 'Y' or 'NA'.

Grey boxes do not need to be completed.

The Overall Proposal column indicates items that must be completed (items in green) for all proposals. The Objectives columns list items that must be completed (items in green) for any objectives that are included in the proposal.

## **Detailed Budget Requirements**

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the SF-424A, "Budget Information for Non-Construction Programs" form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

## **Detailed Budget Narrative**

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind

contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C.

## **Budget format and details**

### **Format for Detailed Budgets for each Objective**

A detailed budget is required for each proposed objective. Separate budgets will allow the NGWMN to fund objectives in proposals independently based on NGWMN priorities. The cost for the objective should include the work to be funded by the USGS and any agency in-kind services. The in-kind services can include agency work to collect and maintain their sites that are part of the NGWMN if the work takes place during the performance period of the project. The in-kind services work to collect data at NGWMN sites should be included in the detailed budget for the objective and should include details on the number of sites for which data is collected. This data collection work can include both salaries and travel to collect NGWMN data. Examples of a detailed budget for each objective are provided in Attachment B, 'Example Budgets'. Provide a detailed budget for each objective in a similar format.

1. Objective name and type
2. Overall budget summary

Provide the cost of the federally funded portion cost of the objective, the cost of in-kind services provided as match, and the total cost of the objective.

Provide the overhead rate used to calculate the indirect costs (See note on indirect costs in section below budget).

3. Budget

Definitions of the columns in each budget category of the example budget tables are described below. Use the format specified in Attachment B for the detailed project budgets.

a. Salary: Provide a table with the following items for each staff member that will provide services on the objective. Include work that will be done as in-kind services.

1. Employee name,
2. Task,
3. Hourly rate of compensation,
4. Hourly rate of fringe benefit,
5. Total hourly rate (a3+a4),
6. Number of hours,
7. Salary cost (a5 x a6),
8. Indirect cost (a7 x indirect rate),
9. Total cost (a7 + a8),
10. Federal funds,
11. Agency in-kind funds.

b. Supplies: For each major type of supply, enter a description and the cost of supplies. Include supplies that will be purchased as in-kind services.

1. Type,
2. Cost per unit,
3. Number,
4. Cost of supplies (b2 x b3),
5. Indirect cost (b4 x indirect rate),
6. Total cost (b4 + b5),
7. Federal funds,
8. Agency in-kind funds.

c. Equipment: Enter a description and the cost for each piece of equipment needed. List any computer purchases separately. If possible, computer purchases should be as in-kind services to avoid property ownership issues. Equipment should be described in detail in the workplan. Include equipment that will be purchased as in-kind services. If equipment purchases will not be exclusively used on the project or at NGWMN sites, the cost of the equipment should be pro-rated based on how much the equipment will be used for the NGWMN during the performance period of the project.

1. Type,
2. Cost per unit,
3. Number,
4. Cost of equipment (b2 x b3),
5. Indirect cost (b4 x indirect rate),
6. Total cost (b4 + b5),
7. Federal funds,
8. Agency in-kind funds.

d. Travel: Provide detailed information on proposed travel (i.e. where to, why, how many, how long, per diem and lodging rates, etc.). Include any travel costs that will be used as in-kind services.

1. Traveler name/reason for travel,
2. Number of nights of lodging,
3. Lodging cost per night,
4. Number of days of meals,
5. Meal cost per day,
6. Meal and lodging cost ((d2 x d3) + (d4 x d5)),
7. Miles traveled,
8. Cost per mile,
9. Mileage cost (d7 x d8),
10. Travel cost (d6 + d9),
11. Indirect cost (d10 x indirect rate),
12. Total cost (d10 + d11),
13. Federal funds,
14. Agency in-kind funds.

e. Contracts: Describe any contractual activity planned to accomplish the work. Include any contracting work that will be done as in-kind services. A maximum 10% contingency can be added for contract work under Objectives 4 or 5. List any

contingency as a separate item under 'Contract- Well Drilling' or 'Contract- Well Maintenance' for each well for which work is proposed. Contingencies can include contracted costs for salary, supplies, equipment, travel, and well drilling or well maintenance.

#### Contracts- Salary

1. Description of work,
2. Hourly rate of compensation,
3. Hourly rate of fringe benefit,
4. Total hourly rate (col 2 + col 3),
5. Number of hours,
6. Salary cost (col 4 x col 5),
7. Federal funds,
8. Agency in-kind funds.

#### Contracts- Supplies

1. Type,
2. Unit type,
3. Cost per unit,
4. Number,
5. Cost of supplies (col 3 x col 4)
6. Federal funds,
7. Agency in-kind funds.

#### Contracts- Equipment

1. Description,
2. Unit Type (each or per day, etc.),
3. Cost per unit,
4. Number
5. Cost of equipment (col 3 x col 4),
6. Federal funds,
7. Agency in-kind funds,

#### Contracts- Travel

1. Traveler name/reason for travel,
2. Number of nights of lodging,
3. Lodging cost per night,
4. Number of days of meals,
5. Meal cost per day,
6. Meal and lodging cost ((col 2 x col 3) + (col 4 x col 5)),
7. Miles traveled,
8. Cost per mile,
9. Mileage cost (col 7 x col 8),
10. Travel cost (col 6 + col 9),

11. Federal funds,
12. Agency in-kind funds.

Contracts- Well Drilling or Well Maintenance

1. Description,
2. Unit type (per foot or each),
3. Cost per unit,
4. Number,
5. Cost (col 3 x col 4),
6. Federal funds,
7. Agency in-kind funds.

Indirect Cost/General and Administrative (G&A) Cost: Show the proposed rate, cost base, and proposed amount for allowable indirect costs based on the cost principles applicable to the Applicant's organization. If the Applicant has separate rates for recovery of labor overhead and G&A costs, each charge should be shown. Explain the distinction between items included in the two cost pools. The Applicant should propose rates for evaluation purposes, which they are also willing to establish as fixed or ceiling rates in any resulting award. **NOTE: A copy of the indirect negotiated cost agreement with the Federal Government must be provided with the application package as an appendix** (this will not count towards the page limit on the proposal). Pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section 200.414, in the absence of a negotiated rate agreement non-Federal entities may use a de minimis rate of 10% of modified total direct costs (MTDC), which should be applied to items a-d above (Salary, Supplies, Equipment, and Travel).

**Data Management Plan Requirements**

Proposals submitted to USGS must include a supplementary document of no more than four pages labeled "Data Management Plan" (DMP). This supplementary document should describe how the proposal will conform to USGS policy on the dissemination and sharing of research results and associated data. A valid DMP may include only the statement that no detailed plan is needed (e.g. "No data are expected to be produced from this project"), as long as the statement is accompanied by a clear justification. This supplementary document may include:

- the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;
- the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);
- policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
- provisions for re-use, re-distribution, and the production of derivatives;
- and

- plans for archiving data, samples, and other research products, and for preservation of free public access to them.

Additional guidance on data management plans is available from the USGS Data Management web site here: <https://www.usgs.gov/products/data-and-tools/data-management/data-management-plans> Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined DMP by the lead PI that also addresses all subaward data management needs, regardless of the number of non-lead collaborative proposals or subawards included.

The Data Management Plan should include the following elements:

Type of Data: Describe the types of data to be produced during the project. This should include any water-level or water-quality data that is provided to the NGWMN. This should also include any data collection proposed under Objectives 3-5.

Data and Metadata Standards: Describe the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).

Policies for Access and Sharing: Describe policies for access and sharing of data including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. Data collected should be available through the NGWMN Data Portal.

Provisions for Re-use and Re-distribution: Discuss how the data can be re-used or re-distributed. Note that NGWMN data must be available to the public without restriction through the NGWMN Data Portal.

Plans for Archiving and Preservation of Access: Discuss plans to archive and preserve any data, samples, and other research products and provide free public access to them.

Additional guidance on data management plans is available from the USGS Data Management web site [here](https://www.usgs.gov/data-management/data-management-plans): <https://www.usgs.gov/data-management/data-management-plans>. An example Data Management Plan for a data provider with both water-level and water-quality data is available [here](#).

The Data Management Plan should include methods used to collect data proposed in the project. These can be references or links to document that describe the methods. It should also describe the quality assurance processes that will be used on data collected for the project.

### **Conflict of Interest Disclosure**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) *Applicability.*

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

*(b) Notification.*

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

*(c) Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

*(d) Review procedures.* The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

*(e) Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

### **Single Audit Reporting Statement**

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#). U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

### **Certification Regarding Lobbying**

Applicants requesting more than \$100,000 in Federal funding must certify to the statements in [43 CFR Part 18, Appendix A-Certification Regarding Lobbying](#). If this application requests more than \$100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

### **Disclosure of Lobbying Activities**

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee



of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the [SF-LLL, “Disclosure of Lobbying Activities”](#) form if the Federal share of the proposal or award is more than \$100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 and 31 USC 1352 for more information on when additional submission of this form is required.

### **Overlap or Duplication of Effort Statement**

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from USGS, the applicant must immediately notify the USGS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

### **D3. Unique Entity Identifier and System for Award Management (SAM)**

**Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#) which replaces the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine the applicant is not qualified to receive an award. Federal award recipients must also continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

### **Register with the System for Award Management (SAM)**

Applicants can register on the [SAM.gov](#) website. The “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov “[Register with SAM](#)” page also provides detailed instructions. Applicants can contact the supporting Federal

Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). Entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been made to the entity's IRS information. There is no cost to register with SAM.gov. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; please be aware you can register and request help for free. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

#### **D4. Submission Dates and Times**

##### **Due Date for Applications**

January 26, 2023

##### **Application Due Date Explanation**

Electronically submitted applications must be submitted no later than 4:00 p.m., ET, on the listed application due date.

#### **D5. Intergovernmental Review**

Prior to application submission, U.S. state and local government applicants should visit the [OMB Office of Federal Financial Management website](#) and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications.

#### **D6. Funding Restrictions**

Funding cannot be used to:

- Purchase software or software maintenance license fees that are used for routine processing of water-level or water-quality data
- Purchase software to be used as a database to store agency data
- Upgrade data to a new database system
- Collect routine water-level or water-quality data
- Perform quality assurance work on routinely collected water-level or water-quality data
- Purchase or lease vehicles to be used to support routine data collection efforts
- Purchase equipment or supplies for water-quality sampling
- Purchase downhole cameras
- Purchase geophysical logging equipment or supplies

- Purchase GPS equipment
- Develop new agency databases
- Purchase land or obtain easements for site access
- Contract with USGS or other Federal agencies to perform work on the project

No pre-award costs are allowed.

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the [IBC Email Submission Form](#). See the [IBC Website](#) for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from USGS to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

#### **Required Indirect Cost Statement to be submitted with Application**

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.

- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in [§2 CFR 200.68](#)]. We understand that we must notify USGS in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in [2 CFR §200.68](#). We understand that we must notify USGS in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by USGS.
- A [insert your organization type] that is submitting this proposal for consideration under the “Cooperative Ecosystem Studies Unit Network”, which has a Department of the Interior-approved indirect cost rate cap of 17.5%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per [2 CFR §1402.414](#). If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from USGS to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that USGS approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

## **D7. Other Submission Requirements**

All applications must be submitted through [www.grants.gov](http://www.grants.gov).

## E. Application Review Information

### E1. Criteria

#### Proposal Quality

**Maximum Points: 10**

This factor considers the overall quality of the proposal. This criterion will apply to the overall proposal. This score will be applied to each objective in the proposal. The maximum score for this criterion is 10.

- The proposal is well written and adequately proofread
- The proposal follows guidelines for page limits and font size
- Required elements are present and meet guidelines in the Program Announcement
  - Proposal Information Summary
  - Table of active NGWMN projects
  - Overall project budget
  - Detailed budget for each objective
  - Timeline for each objective
  - Data Management Plan
  - Staff qualifications
  - Supporting letters
  - NGWMN proposal checklist
- Maps meet the guidelines in the Program Announcement
- Tables meet the guidelines in the Program Announcement

#### Relevance

**Maximum Points: 10**

This factor considers the relevance and importance of the activity as it relates to the USGS NGWMN Program goals. Each objective included in the proposal receives a separate score for Relevance. The maximum score for this criterion is 10.

- The proposed work helps fill gaps in the NGWMN or enhances the data available to the NGWMN
- The proposed work supports the long-term goals of the NGWMN
- The proposal states the benefits of the work to the NGWMN
- Well density guidelines are cited when proposing gap filling work

#### Technical Quality

**Maximum Points: 10**

This factor considers the merit of the proposed approach, the chance of success, attention to NGWMN requirements, and completion of required products. Each objective included in the proposal receives a separate score for Technical Quality. The maximum score for this criterion is 10.

- The workplan adequately describes the need for the work
- The approach to complete the work is clearly defined and reasonable

- The workplan follows the requirements of the Program Announcement for the objective
- Techniques are adequately described and referenced
- Includes consideration of requirements from the NGWMN Framework Document and/or Tip Sheets
- Workplan includes detailed Tasks which are included in the Detailed Budget and Timeline for the Objective
- Data collection methods and quality assurance for any work under the objective is described in the Data Management Plan
- Workplan includes task to document work in final report

### **Budget**

**Maximum Points: 10**

This factor considers whether the proposed budget reflects the level of effort required to accomplish the work. Also considers whether the budget use the prescribed formats and contain adequate detail on tasks. Each objective included in the proposal receives a separate score for the Budget. The maximum score for this criterion is 10

- Budget formats shown in the Program Announcement are used
- Detailed budgets include the objective summary table
- Specific tasks in the workplan are included in the detailed budget
- Budget items are separated out by individual task and staff member
- The detailed budget contains adequate detail on both Federally funded work and in-kind services
- Costs and hours for the work are reasonable and justified
- Work proposed under Objectives 4-6 that does not provides at least 25% match will be scored lower
- Costs for work done under contracts are itemized

## **E2. Review and Selection Process**

### **Rejection of Applications after Initial Review**

If an application does not meet eligibility requirements, as determined by the Grants Specialist in consultation with the USGS NGWMN Program Office, the applicant will be promptly notified that the proposal will not be reviewed and told the reason for its ineligibility.

### **Program Board Review of Proposals**

Applications will be reviewed by the USGS NGWMN staff and the NGWMN Program Board. The NGWMN Program Board members consist of 6 NGWMN data providers and 4 representatives from organizations involved with the NGWMN. The NGWMN Program Board will review all proposals prior to a Program Board meeting. During the review meeting, each proposal will be discussed, and each Program Board member will score each objective according to the evaluation criteria.

All proposed objectives will be evaluated individually in accordance with the criteria above.

### **E3. CFR – Regulatory Information**

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

### **E4. Anticipated Announcement and Federal Award Dates**

Announcement of proposal selections and funding recommendations will be made to the Technical Contact and Financial Contact shown in the Proposal Information Summary through email. This should occur within two to three months after the closing date of the funding opportunity. Federal awards will be made between June 1st and September 30, 2023 depending on the requested project start date.

## **F. Federal Award Administration Information**

### **F1. Federal Award Notices**

### **F2. Administrative and National Policy Requirements**

See the “[DOI Standard Terms and Conditions](#)” for the administrative and national policy requirements applicable to DOI awards.

Refer to the U.S. Geological Survey (USGS) Award Terms and Conditions for the general administrative and national policy requirements applicable to USGS awards. The USGS will communicate any other program- or project-specific special terms and conditions to recipients in their Notice of Award.

#### **Data Availability**

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.315](#):

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and



(2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

Full Terms and Conditions are presented in Attachment C, 'Terms and Conditions'.

### **F3. Reporting**

#### **Financial Reports**

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Details on deadlines and how to submit the Financial Report are included in the Terms and Conditions shown in Attachment C, Section 5, Reporting Requirements.

#### **Performance Reports**

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Details on deadlines and how to submit the Final Project Report are included in the Terms and Conditions shown in Attachment C, Section 5, Reporting Requirements.

#### **Significant Development Reports**

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify USGS in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

#### **Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any



individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. USGS will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, USGS will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies USGS may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

### **Other Mandatory Disclosures**

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

### **Reporting Matters Related to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

## **G. Federal Awarding Agency Contact(s)**

### **G1. Program Technical Contact**

For **programmatic technical assistance**, contact:

First Name:

Daryll

Last Name:

Pope

Address:

USGS, 1730 East Parham Road Richmond, VA 23228

Telephone:

Office: (804) 260-2630, Cell: (609) 462-7119

Email:

dpope@usgs.gov

Secondary contact Information:

First Name:

Jason

Last Name:

Fine

Address:

3916 Sunset Ridge Rd, Raleigh, NC 27607

Telephone:

Office: (919) 571-4034, Cell: (919) 818-6969

Email:

jmfine@usgs.gov

Email contact is preferred.

Please send email inquiries to both dpope@usgs.gov and jmfine@usgs.gov

## **G2. Program Administration Contact**

For **program administration assistance**, contact:

First Name:

Sara

Last Name:

Roser

Address:

12201 Sunrise Valley Drive, Mailstop 205, Reston, Virginia, 20192

Telephone:

703-648-7357

Email:

sroser@usgs.gov

Email contact is preferred.

## **G3. Application System Technical Support**

For **Grants.gov technical registration and submission, downloading forms and application packages**, contact:

Name:

Grants.gov Customer Support

Telephone:

1-800-518-4726

Email:

Support@grants.gov

## **H. Other Information**

### **Payments**

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the USGS program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment, including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.

### **PAPERWORK REDUCTION ACT STATEMENT:**

**OMB Control Number: 1028-0114, Expiration Date: July 31, 2025**

OMB Control Number: 1028-0114, Expiration Date: July 31, 2025.

The Paperwork Reduction Act says that the agency must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. This information is being collected to determine the eligibility of the applicant and as a basis for approval or disapproval of the proposed project. The purpose of the program is to support data providers to the National Ground-Water Monitoring Network. The Network provides groundwater data from Principal Aquifers at a regional or National scale to assist in assessing ground water resources. Response to this request is required to obtain and retain a cooperative agreement under the National Ground-Water Monitoring Network. Public report burden for this collection is estimated to average 40 hours per agreement and 125 hours to prepare a final technical report. The OMB Control Number is 1028-0114 for this information collection; the expiration date is July 31, 2025. Direct comments regarding this collection of information may be sent to the Bureau Clearance Officer, U.S. Geological Survey, 12201 Sunrise Valley Drive, MS807, Reston VA 20192.

## Attachment A - Proposal Information Summary Template

### USGS National Ground-Water Monitoring Network Cooperative Agreement Proposal Information Summary

Use the format below for the Proposal Information Summary

1. Project Title: The title of the proposal. Should be short title and should match that used in the title box of Form SF-424.
2. Principal Investigator: **List one Principal Investigator/Technical Contact Name and contact information here**  
(Name)  
(Institute/Organization Name)  
(Street Address/P.O. Box)  
(City, State, Zip Code)  
(Telephone Number), (E-mail Address)
3. Authorized Institutional Representative: **Provide name of Institutional/Financial contact here**  
(Name)  
(Institute/Organization Name)  
(Organizational Unit)  
(Street Address/P.O. Box)  
(City, State, Zip Code)  
(Telephone Number), (E-mail Address)
4. Amount Requested: List amount of Federal funding requested for the project.
5. Proposed Start Date: (The date you would like to start work; between July 1st, 2023 and September 30th, 2023)
6. Proposed Duration: (12 or 24 months)
7. Data Provider Status: Indicate if you are applying as an existing data provider or if the proposal is to become a new NGWMN Data Provider.
8. Objectives included in proposal: Provide a table showing the Federal funding, match, and total funding for each Objective included in the proposal.

Objective	Federal Funding	Match	Total Funding

## **Attachment B – Example budgets**

Examples are presented here for two hypothetical projects. Example 1 is for a new data provider project and includes work under Objective 1 and Objective 2A. Example 2 is for a project with an existing data provider and includes work under Objectives 2A, 2B, 3, 4, 5, and 6. Each includes a summary budget for the project followed by the detailed budgets for each objective. The objective budgets are for the entire project and should not be split into year one and year two budgets for multi-year projects.

All budgets use an example overhead rate of 31.3%. The actual overhead rate for your agency should be that shown in your organizations Negotiated Rate Agreement. A uniform cost of \$40/hour is used for simplicity. In an actual proposal, salaries would vary by employee.

### Example Budget 1

The example budget summary below summarizes the detailed budgets for Objectives 1 and 2 on the following pages. This simulates an overall budget for a two-year project for a new data provider. In this example, indirect costs are applied only to the Salary budget category.

Indirect cost rate: 31.3%

Category	Federal Funding	Agency In-Kind Funding	Total Funding
1a. Salary	\$19,200.00	\$0.00	\$19,200.00
1b. Fringe	\$6,400.00	\$0.00	\$6,400.00
2. Supplies	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$0.00	\$0.00
5. Contracts	\$14,000.00	\$0.00	\$14,000.00
6. Total Direct (sum of items 1-5)	<b>\$39,600.00</b>	<b>\$0.00</b>	<b>\$39,600.00</b>
7. Indirect cost	\$8,012.80	\$0.00	\$8,012.80
8. Total Cost (sum of 6 and 7)	<b>\$47,612.80</b>	<b>\$0.00</b>	<b>\$47,612.80</b>

Example Budget 1

Objective 1. Become a new data provider for the NGWMN    Overhead/indirect rate: 31.3%

USGS funding Total:    \$36,583.60

In-kind services Total:        \$0.00

Objective Total:                \$36,583.60

a) Salary										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Select and classify wells	\$30.00	\$10.00	\$40.00	100	\$4,000.00	\$1,252.00	\$5,252.00	\$5,252.00	\$0.00
Employee 2	Setup web services	\$30.00	\$10.00	\$40.00	200	\$8,000.00	\$2,504.00	\$10,504.00	\$10,504.00	\$0.00
Employee 3	Add sites to well registry	\$30.00	\$10.00	\$40.00	100	\$4,000.00	\$1,252.00	\$5,252.00	\$5,252.00	\$0.00
Employee 4	Document work in final report	\$30.00	\$10.00	\$40.00	30	\$1,200.00	\$375.60	\$1,575.60	\$1,575.60	\$0.00
Totals					Total hours	Direct cost total	Indirect cost total	Total cost	Federal total	Agency total
					430	\$17,200.00	\$5,383.60	\$22,583.60	\$22,583.60	\$0.00

Example Budget 1

Objective 1, continued.

<b>Contracts- Salary</b>							
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>Source of funds</b>	
<b>Description of work</b>	<b>Hourly rate of compensation</b>	<b>Hourly rate of fringe benefit</b>	<b>Total hourly rate (col 2 + col 3)</b>	<b>Number of hours</b>	<b>Salary cost (col 4 x col 5)</b>	<b>7)</b>	<b>8)</b>
						<b>Federal</b>	<b>Agency in-kind</b>
Establish web services for water-level data	\$30.00	\$10.00	\$40.00	250	\$10,000.00	\$10,000.00	\$0.00
Interagency agreement to provide web services for well construction and lithology	\$30.00	\$10.00	\$40.00	100	\$4,000.00	\$4,000.00	\$0.00
<b>Totals</b>				<b>Total hours</b>	<b>Salary total</b>	<b>Federal total</b>	<b>Agency total</b>
				<b>350</b>	<b>\$14,000.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>



Example Budget 1

Objective 2A. Persistent Data Services      Overhead/indirect rate: 31.3%

USGS funding Total:    \$11,029.20

In-kind services Total:    \$0.00

Objective Total:            \$11,029.20

<b>a) Salary</b>										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Oversee persistent data services work	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 2	Database programming support	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 3	Update new wells in well registry	\$30.00	\$10.00	\$40.00	80	\$3,200.00	\$1,001.60	\$4,201.60	\$4,201.60	\$0.00
Employee 4	Assign subnetworks	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 4	Document work in final report	\$30.00	\$10.00	\$40.00	10	\$400.00	\$125.20	\$525.20	\$525.20	\$0.00
<b>Totals</b>					<b>Total hours</b>	<b>Direct cost total</b>	<b>Indirect cost total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
					<b>210</b>	<b>\$8,400.00</b>	<b>\$2,629.20</b>	<b>\$11,029.20</b>	<b>\$11,029.20</b>	<b>\$0.00</b>

## Example Budget 2

The example budget summary below summarizes the detailed budgets for Objectives 2A, 2B, 3, 4, 5, and 6 on the following pages. This simulates an overall budget for a two-year project for an existing data provider. In this example, indirect costs are applied to the Salary, Supplies, Equipment, and Travel budget categories. Indirect costs are not applied to the Contract costs. This example also shows inclusion of a 10% contingency on contract work under objective 5. The contingency is applied to Salary, Supplies, and Well Drilling contract costs. The costs for continuous water-level monitoring equipment purchases for the two wells being drilled is also included under Objective 5 work. Purchase of continuous water-level monitoring equipment to upgrade 4 existing network wells is included under Objective 4

Indirect cost rate: 31.3%

Category	Federal Funding	Agency In-Kind Funding	Total Funding
1a. Salary	\$29,400.00	\$19,530.00	\$48,930.00
1b. Fringe	\$9,800.00	\$6,510.00	\$16,310.00
2. Supplies	\$3,470.00	\$525.00	\$3,995.00
3. Equipment	\$16,319.69	\$1,630.31	\$17,950.00
4. Travel	\$5,118.75	\$11,398.50	\$16,517.25
5. Contracts	\$10,981.00	\$7,900.00	\$18,881.00
6. Total Direct (sum of items 1-5)	<b>\$75,089.44</b>	<b>\$47,493.81</b>	<b>\$122,583.25</b>
7. Indirect cost	\$20,065.94	\$12,392.86	\$32,458.80
8. Total Cost (sum of 6 and 7)	<b>\$95,155.38</b>	<b>\$59,886.68</b>	<b>\$155,042.05</b>

Example Budget 2

Objective 2A. Persistent Data Services      Overhead/indirect rate: 31.3%

USGS funding Total:    \$16,596.32

In-kind services Total:    \$0.00

Objective Total:            \$16,596.32

<b>a) Salary</b>										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Oversee persistent data services work	\$30.00	\$10.00	\$40.00	120	\$4,800.00	\$1,502.40	\$6,302.40	\$6,302.40	\$0.00
Employee 2	Database programming support	\$30.00	\$10.00	\$40.00	120	\$4,800.00	\$1,502.40	\$6,302.40	\$6,302.40	\$0.00
Employee 3	Keep sites in new wells in well registry current	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 4	Assign subnetworks to new sites	\$30.00	\$10.00	\$40.00	20	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
Employee 4	Document work in final report	\$30.00	\$10.00	\$40.00	16	\$640.00	\$200.32	\$840.32	\$840.32	\$0.00
<b>Totals</b>					<b>Total hours</b>	<b>Direct cost total</b>	<b>Indirect cost total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
					<b>316</b>	<b>\$12,640.00</b>	<b>\$3,956.32</b>	<b>\$16,596.32</b>	<b>\$16,596.32</b>	<b>\$0.00</b>

Example Budget 2

Objective 2B. Persistent Data Services      Overhead/indirect rate: 31.3%

USGS funding Total: \$10,504.00

In-kind services Total: \$0.00

Objective Total: \$10,504.00

<b>a) Salary</b>										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Revise web services to account for changes to database	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 2	Upgrade web services to serve data using new standards	\$30.00	\$10.00	\$40.00	120	\$4,800.00	\$1,502.40	\$6,302.40	\$6,302.40	\$0.00
Employee 2	Work with NGWMN Portal staff to map new services	\$30.00	\$10.00	\$40.00	24	\$960.00	\$300.48	\$1,260.48	\$1,260.48	\$0.00
Employee 2	Document work in final report	\$30.00	\$10.00	\$40.00	16	\$640.00	\$200.32	\$840.32	\$840.32	\$0.00
Totals						Total hours	Direct cost total	Indirect cost total	Total cost	Federal total
						200	\$8,000.00	\$2,504.00	\$10,504.00	\$10,504.00
										Agency total
										\$0.00

Example Budget 2

Objective 3. Site Information Gap Filling

Overhead/indirect rate: 31.3%

USGS funding Total: \$17,883.06

In-kind services Total: \$18,413.51

Objective Total: \$36,296.57

a) Salary										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	GPS Survey of 16 wells	\$30.00	\$10.00	\$40.00	120	\$4,800.00	\$1,502.40	\$6,302.40	\$6,302.40	\$0.00
Employee 2	GPS Survey of 16 wells	\$30.00	\$10.00	\$40.00	100	\$4,000.00	\$1,252.00	\$5,252.00	\$5,252.00	\$0.00
Employee 3	Collect water-level data at 50 NGWMN sites	\$30.00	\$10.00	\$40.00	150	\$6,000.00	\$1,878.00	\$7,878.00	\$0.00	\$7,878.00
Employee 4	Data entry, QA/QC at 50 NGWMN sites	\$30.00	\$10.00	\$40.00	75	\$3,000.00	\$939.00	\$3,939.00	\$0.00	\$3,939.00
Employee 4	Document work in final report	\$30.00	\$10.00	\$40.00	20	\$800.00	\$250.40	\$1,050.40	\$0.00	\$1,050.40
Totals					Total hours	Direct cost total	Indirect cost total	Total cost	Federal total	Agency total
					465	\$18,600.00	\$5,821.80	\$24,421.80	\$11,554.40	\$12,867.40

Example Budget 2

Objective 3, continued.

<b>b) Supplies</b>							
1)	2)	3)	4)	5)	6)	Source of funds	
Type	Cost per unit	Number	Cost of supplies (b2 x b3)	Indirect cost (b4 x indirect rate)	Total cost (b4 + b5)	7)	8)
						Federal	Agency in-kind
Survey markers	\$10.00	32	\$320.00	\$100.16	\$420.16	\$420.16	\$0.00
Totals			Direct cost total	Indirect total	Total cost	Federal total	Agency total
			\$320.00	\$100.16	\$420.16	\$420.16	\$0.00

<b>c) Equipment</b>							
1)	2)	3)	4)	5)	6)	Source of funds	
Type	Cost per unit	Number	Cost of supplies (c2 x c3)	Indirect cost (c4 x indirect rate)	Total cost (c4 + c5)	7)	8)
						Federal	Agency in-kind
Rental of GPS equipment (10 days at \$450/day)	\$450.00	10	\$4,500.00	\$1,408.50	\$5,908.50	\$5,908.50	\$0.00
Totals			Direct cost total	Indirect total	Total cost	Federal total	Agency total
			\$4,500.00	\$1,408.50	\$5,908.50	\$5,908.50	\$0.00

Example Budget 2

Objective 3, continued.

d) Travel													
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	Source of funds	
												13)	14)
Traveler name / reason for travel	Number of nights of lodging	Lodging cost per day	Number of days of meals	Meal cost per day	Meal and lodging ((d2 x d3) + (d4 x d5))	Miles traveled	Cost per mile	Mileage cost (d7 x d8)	Travel cost (d6 + d9)	Indirect cost (d10 x indirect rate)	Total cost (d10 + d11)	Federal	Agency in- kind
Employee 1 (surveying wells)	4	\$93.00	5	\$51.00	\$627.00	250	\$0.625	\$156.25	\$783.25	\$245.16	\$1,028.41	\$0.00	\$1,028.41
Employee 2 (surveying wells)	4	\$93.00	5	\$51.00	\$627.00	250	\$0.625	\$156.25	\$783.25	\$245.16	\$1,028.41	\$0.00	\$1,028.41
Employee 3 (collect data at 50 NGWMN wells)	14	\$93.00	18	\$51.00	\$2,200.00	700	\$0.625	\$437.50	\$2,657.50	\$831.80	\$3,489.30	\$0.00	\$3,489.30
Totals									Direct cost total	Indirect total	Total cost	Federal total	Agency total
									\$4,224.00	\$1,322.11	\$5,546.11	\$0.00	\$5,546.11

Example Budget 2

Objective 4. Well Maintenance      Overhead/indirect rate: 31.3%

USGS funding Total: \$21,915.61

In-kind services Total: \$22,350.54

Objective Total: \$42,266.15

<b>a) Salary</b>										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Well Repairs- Shelter replacement	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$2,100.80	\$0.00
Employee 2	Well Repairs- Shelter replacement	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$0.00	\$2,100.80
Employee 1	Borehole camera survey and well depth measurement	\$30.00	\$10.00	\$40.00	80	\$3,200.00	\$1,001.60	\$4,201.60	\$4,201.60	\$0.00
Employee 2	Borehole camera survey and well depth measurement	\$30.00	\$10.00	\$40.00	80	\$3,200.00	\$1,001.60	\$4,201.60	\$0.00	\$4,201.60
Employee 1	Slug testing	\$30.00	\$10.00	\$40.00	80	\$3,200.00	\$1,001.60	\$4,201.60	\$4,201.60	\$0.00
Employee 2	Slug testing	\$30.00	\$10.00	\$40.00	80	\$3,200.00	\$1,001.60	\$4,201.60	\$0.00	\$4,201.60
Employee 3	Slug testing data analysis	\$30.00	\$10.00	\$40.00	40	\$1,600.00	\$500.80	\$2,100.80	\$0.00	\$2,100.80
Employee 1	Document work in final report	\$30.00	\$10.00	\$40.00	50	\$2,000.00	\$626.00	\$2,626.00	\$0.00	\$2,626.00
Totals					Total hours	Direct cost total	Indirect cost total	Total cost	Federal total	Agency total
					490	\$19,600.00	\$6,134.80	\$25,734.80	\$10,504.00	\$15,230.80



Example Budget 2

Objective 4, continued.

<b>b) Supplies</b>							
1)	2)	3)	4)	5)	6)	Source of funds	
Type	Cost per unit	Number	Cost of supplies (b2 x b3)	Indirect cost (b4 x indirect rate)	Total cost (b4 + b5)	7)	8)
						Federal	Agency in-kind
Padlocks for shelters	\$25.00	21	\$525.00	\$164.33	\$689.33	\$0.00	\$689.33
New shelters	\$150.00	21	\$3,150.00	\$985.95	\$4,135.95	\$4,135.95	\$0.00
Totals			Direct cost total	Indirect total	Total cost	Federal total	Agency total
			\$3,675.00	\$1,150.28	\$4,825.28	\$4,135.95	\$689.33

<b>c) Equipment</b>							
1)	2)	3)	4)	5)	6)	Source of funds	
Type	Cost per unit	Number	Cost of supplies (c2 x c3)	Indirect cost (c4 x indirect rate)	Total cost (c4 + c5)	7)	8)
						Federal	Agency in-kind
Tripod for slug tests	\$100.00	2	\$200.00	\$62.60	\$262.60	\$0.00	\$262.60
Software for analyzing slug tests	\$1,000.00	1	\$1,000.00	\$313.00	\$1,313.00	\$1,313.00	\$0.00
Totals			Direct cost total	Indirect total	Total cost	Federal total	Agency total
			\$1,200.00	\$375.60	\$1,575.60	\$1,313.00	\$262.60

Example Budget 2

Objective 4, continued.

d) Travel													
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	Source of funds	
												13)	14)
Traveler name / reason for travel	Number of nights of lodging	Lodging cost per day	Number of days of meals	Meal cost per day	Meal and lodging ((d2 x d3) + (d4 x d5))	Miles traveled	Cost per mile	Mileage cost (d7 x d8)	Travel cost (d6 + d9)	Indirect cost (d10 x indirect rate)	Total cost (d10 + d11)	Federal	Agency in- kind
Employee 1, Replace shelters at 10 wells	4	\$93.00	5	\$51.00	\$627.00	500	\$0.625	\$312.50	\$939.50	\$294.06	\$1,233.56	\$1,233.56	\$0.00
Employee 2, Replace shelters at 11 wells	4	\$93.00	5	\$51.00	\$627.00	500	\$0.625	\$312.50	\$939.50	\$294.06	\$1,233.56	\$0.00	\$1,233.56
Employee 1, Borehole camera survey and well depth measurement	8	\$93.00	10	\$51.00	\$1,254.00	1000	\$0.625	\$625.00	\$1,879.00	\$588.13	\$2,467.13	\$2,467.13	\$0.00
Employee 2, Borehole camera survey and well depth measurement	8	\$93.00	10	\$51.00	\$1,254.00	1000	\$0.625	\$625.00	\$1,879.00	\$588.13	\$2,467.13	\$0.00	\$2,467.13
Employee 1, Slug testing	8	\$93.00	10	\$51.00	\$1,254.00	750	\$0.625	\$468.75	\$1,722.75	\$539.22	\$2,261.97	\$2,261.97	\$0.00
Employee 2, Slug testing	8	\$93.00	10	\$51.00	\$1,254.00	1000	\$0.625	\$625.00	\$1,879.00	\$588.13	\$2,467.13	\$0.00	\$2,467.13
Totals									Direct cost total	Indirect total	Total cost	Federal total	Agency total
									\$9,238.75	\$2,891.73	\$12,130.48	\$5,962.66	\$6,167.82

Example Budget 2

Objective 5. Well Drilling      Overhead/indirect rate: 31.3%

USGS funding Total: \$17,700.28

In-kind services Total: \$12,223.71

Objective Total: \$29,923.99

<b>a) Salary</b>										
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>7)</b>	<b>8)</b>	<b>9)</b>	<b>Source of funds</b>	
<b>Employee name</b>	<b>Task</b>	<b>Hourly rate of compensation</b>	<b>Hourly rate of fringe benefit</b>	<b>Total hourly rate (a3 + a4)</b>	<b>Number of hours</b>	<b>Salary cost (a5 x a6)</b>	<b>Indirect cost (a7 x indirect rate)</b>	<b>Total cost (a7 + a8)</b>	<b>10)</b>	<b>11)</b>
									<b>Federal</b>	<b>Agency in-kind</b>
Employee 1	Well drilling support-Well 1	\$30.00	\$10.00	\$40.00	16	\$640.00	\$200.32	\$840.32	\$840.32	\$0.00
Employee 2	Drilling contract, site scoping and access agreements- Well 1	\$30.00	\$10.00	\$40.00	20	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
Employee 1	Well drilling support-Well 2	\$30.00	\$10.00	\$40.00	16	\$640.00	\$200.32	\$840.32	\$0.00	\$840.32
Employee 2	Drilling contract, site reconnaissance and access agreements-Well 2	\$30.00	\$10.00	\$40.00	20	\$800.00	\$250.40	\$1,050.40	\$0.00	\$1,050.40
Employee 2	Document work in final report	\$30.00	\$10.00	\$40.00	20	\$800.00	\$250.40	\$1,050.40	\$0.00	\$1,050.40
<b>Totals</b>					<b>Total hours</b>	<b>Direct cost total</b>	<b>Indirect cost total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
					<b>92</b>	<b>\$3,680.00</b>	<b>\$1,151.84</b>	<b>\$4,831.84</b>	<b>\$1,890.72</b>	<b>\$2,941.12</b>

Objective 5, continued.

<b>c) Equipment</b>							
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>Source of funds</b>	
<b>Type</b>	<b>Cost per unit</b>	<b>Number</b>	<b>Cost of Equipment (c2 x c3)</b>	<b>Indirect cost (c4 x indirect rate)</b>	<b>Total cost (c4 + c5)</b>	<b>7)</b>	<b>8)</b>
						<b>Federal</b>	<b>Agency in-kind</b>
Well 1 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
Well 1 datalogger	\$500.00	1	\$500.00	\$156.50	\$656.50	\$656.50	\$0.00
Well 1 cable (50 ft @ \$2/ft)	\$2.00	50	\$100.00	\$31.30	\$131.30	\$131.30	\$0.00
Well 2 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
Well 2 datalogger	\$500.00	1	\$500.00	\$156.50	\$656.50	\$656.50	\$0.00
Well 2 cable (200 ft @ \$2/ft)	\$2.00	200	\$400.00	\$125.20	\$525.20	\$525.00	\$0.00
<b>Totals</b>			<b>Direct cost total</b>	<b>Indirect total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
			<b>\$3,100.00</b>	<b>\$970.30</b>	<b>\$4,070.30</b>	<b>\$4,070.30</b>	<b>\$0.00</b>

Example Budget 2

Objective 5, continued.

<b>d) Travel</b>													
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>7)</b>	<b>8)</b>	<b>9)</b>	<b>10)</b>	<b>11)</b>	<b>12)</b>	<b>Source of funds</b>	
												<b>13)</b>	<b>14)</b>
<b>Traveler name / reason for travel</b>	<b>Number of nights of lodging</b>	<b>Lodging cost per day</b>	<b>Number of days of meals</b>	<b>Meal cost per day</b>	<b>Meal and lodging ((d2 x d3) + (d4 x d5))</b>	<b>Miles traveled</b>	<b>Cost per mile</b>	<b>Mileage cost (d7 x d8)</b>	<b>Travel cost (d6 + d9)</b>	<b>Indirect cost (d10 x indirect rate)</b>	<b>Total cost (d10 + d11)</b>	<b>Federal</b>	<b>Agency in- kind</b>
Employee 1/ well support- Well 1	2	\$93.00	3	\$51.00	\$339.00	300	\$0.625	\$187.50	\$526.50	\$164.79	\$691.29	\$0.00	\$691.29
Employee 2/ well support- Well 1	1	\$93.00	2	\$51.00	\$195.00	150	\$0.625	\$93.75	\$288.75	\$90.38	\$379.13	\$379.13	\$0.00
Employee 1/ well support- Well 2	2	\$93.00	3	\$51.00	\$339.00	300	\$0.625	\$187.50	\$526.50	\$164.79	\$691.29	\$0.00	\$691.29
Employee 2/ well support- Well 2	1	\$93.00	2	\$51.00	\$195.00	150	\$0.625	\$93.75	\$288.75	\$90.38	\$379.13	\$379.13	\$0.00
<b>Totals</b>									<b>Direct cost total</b>	<b>Indirect total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
									<b>\$1,630.50</b>	<b>\$510.35</b>	<b>\$2,140.85</b>	<b>\$758.26</b>	<b>\$1,382.59</b>

Example Budget 2

Objective 5, continued.

<b>Contracts- Salary</b>							
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>Source of funds</b>	
<b>Description of work</b>	<b>Hourly rate of compensation</b>	<b>Hourly rate of fringe benefit</b>	<b>Total hourly rate (col 2 + col 3)</b>	<b>Number of hours</b>	<b>Salary cost (col 4 x col 5)</b>	<b>7)</b>	<b>8)</b>
						<b>Federal</b>	<b>Agency in-kind</b>
Well 1– Driller, Permits	\$30.00	\$10.00	\$40.00	4	\$160.00	\$160.00	\$0.00
Well 1- Driller, planning and prep	\$30.00	\$10.00	\$40.00	8	\$320.00	\$0.00	\$320.00
Well 1- Driller, Well development	\$30.00	\$10.00	\$40.00	8	\$320.00	\$160.00	\$160.00
Well 1- Driller Assistant, Well development	\$30.00	\$10.00	\$40.00	8	\$320.00	\$0.00	\$320.00
Well 2– Driller, Permits	\$30.00	\$10.00	\$40.00	4	\$160.00	\$160.00	\$0.00
Well 2- Driller, planning and prep	\$30.00	\$10.00	\$40.00	8	\$320.00	\$0.00	\$320.00
Well 2- Driller, Well development	\$30.00	\$10.00	\$40.00	8	\$320.00	\$160.00	\$160.00
Well 2- Driller Assistant, Well development	\$30.00	\$10.00	\$40.00	8	\$320.00	\$0.00	\$320.00
10 % contingency for salary contract costs	N/A	N/A	N/A	N/A	\$224.00	\$224.00	\$0.00
<b>Totals</b>				<b>Total hours</b>	<b>Salary total</b>	<b>Federal total</b>	<b>Agency total</b>
				<b>56</b>	<b>\$2,464.00</b>	<b>\$864.00</b>	<b>\$1,600.00</b>

Example Budget 2

Objective 5, continued.

<b>Contract- Supplies</b>						
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>Source of funds</b>	
<b>Type</b>	<b>Unit Type (per foot or each)</b>	<b>Cost per unit</b>	<b>Number</b>	<b>Cost of supplies (col 3 x col 4)</b>	<b>6)</b>	<b>7)</b>
					<b>Federal</b>	<b>Agency in- kind</b>
Well 1- PVC casing	per foot	\$2.00	200	\$400.00	\$0.00	\$400.00
Well 1- PVC screen	per foot	\$2.00	200	\$400.00	\$0.00	\$400.00
Well 1- grout	each	\$100.00	1	\$100.00	\$0.00	\$100.00
Well 1- sand pack	each	\$100.00	1	\$100.00	\$0.00	\$100.00
Well 1- Cap and protective top	each	\$50.00	1	\$50.00	\$0.00	\$50.00
Well 2- PVC casing	per foot	\$2.00	200	\$400.00	\$400.00	\$0.00
Well 2- PVC screen	per foot	\$2.00	200	\$400.00	\$400.00	\$0.00
Well 2- Grout	each	\$100.00	1	\$100.00	\$100.00	\$0.00
Well 2- Sand pack	each	\$100.00	1	\$100.00	\$100.00	\$0.00
Well 2- Cap and protective top	each	\$50.00	1	\$50.00	\$50.00	\$0.00
10 % contingency for supplies contract costs	N/A	N/A	N/A	\$210.00	\$210.00	\$0.00
<b>Totals</b>				<b>Supplies total</b>	<b>Federal total</b>	<b>Agency total</b>
				<b>\$2,310.00</b>	<b>\$1,260.00</b>	<b>\$1,050.00</b>

Example Budget 2

Objective 5, continued.

Contract- Travel											
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	Source of funds	
										13)	14)
Traveler name / reason for travel	Number of nights of lodging	Lodging cost per day	Number of days of meals	Meal cost per day	Meal and lodging ((col 2 x col 3) + (col 4 x col 5))	Miles traveled	Cost per mile	Mileage cost (col 7 x col 8)	Travel cost (col 6 + col 9)	Federal	Agency in-kind
Driller	6	\$93.00	8	\$51.00	\$966.00	500	\$0.625	\$312.50	\$1,278.50	\$1,278.50	\$0.00
Driller assistant	6	\$93.00	8	\$51.00	\$966.00	500	\$0.625	\$312.50	\$1,278.50	\$1,278.50	\$0.00
<b>Totals</b>									<b>Travel total</b>	<b>Federal total</b>	<b>Agency total</b>
									<b>\$2,557.00</b>	<b>\$2,557.00</b>	<b>\$0.00</b>

Contract- Well Drilling						
1)	2)	3)	4)	5)	Source of funds	
Type	Unit Type (per foot or each)	Cost per unit	Number	Cost of supplies (col 3 x col 4)	6)	7)
					Federal	Agency in-kind
Well Drilling- Well 1	per foot	\$30.00	75	\$2,250.00	\$1,125.00	\$1,125.00
Well Drilling- Well 2	per foot	\$30.00	125	\$3,750.00	\$1,875.00	\$1,875.00
Mobilization	each	\$1,000.00	2	\$2,000.00	\$1,000.00	\$1,000.00
Site Cleanup	each	\$750.00	2	\$1,500.00	\$750.00	\$750.00
Well development waste disposal	each	\$500.00	2	\$1,000.00	\$500.00	\$500.00
10 % contingency for Well drilling contract costs	N/A	N/A	N/A	\$1,050.00	\$1,050.00	\$0.00
<b>Totals</b>				<b>Supplies total</b>	<b>Federal total</b>	<b>Agency total</b>
				<b>\$11,550.00</b>	<b>\$6,300.00</b>	<b>\$5,250.00</b>



Example Budget 2

Objective 6. Purchase equipment to support continuous water-level data collection

Overhead/indirect rate: 31.3%

USGS funding Total: \$10,556.11

In-kind services Total: \$6,898.91

Objective Total: \$17,455.02

a) Salary										
1)	2)	3)	4)	5)	6)	7)	8)	9)	Source of funds	
Employee name	Task	Hourly rate of compensation	Hourly rate of fringe benefit	Total hourly rate (a3 + a4)	Number of hours	Salary cost (a5 x a6)	Indirect cost (a7 x indirect rate)	Total cost (a7 + a8)	10)	11)
									Federal	Agency in-kind
Employee 1	Install equipment on well HCOVA-1234	\$30.00	\$10.00	\$40.00	12	\$480.00	\$150.24	\$630.24	\$0.00	\$630.24
Employee 1	Install equipment on well HCOVA-5678	\$30.00	\$10.00	\$40.00	12	\$480.00	\$150.24	\$630.24	\$0.00	\$630.24
Employee 2	Install equipment on well HCOVA-2685	\$30.00	\$10.00	\$40.00	12	\$480.00	\$150.24	\$630.24	\$0.00	\$630.24
Employee 3	Install equipment on well HCOVA-9101	\$30.00	\$10.00	\$40.00	24	\$960.00	\$300.48	\$1,260.48	\$0.00	\$1,260.48
Employee 4	Document equipment purchases in final report	\$30.00	\$10.00	\$40.00	8	\$320.00	\$100.16	\$420.16	\$420.16	\$0.00
Totals					Total hours	Direct cost total	Indirect cost total	Total cost	Federal total	Agency total
					68	\$2,720.00	\$851.36	\$3,571.36	\$420.16	\$3,151.20

Example Budget 2

Objective 6, continued.

<b>c) Equipment</b>							
<b>1)</b>	<b>2)</b>	<b>3)</b>	<b>4)</b>	<b>5)</b>	<b>6)</b>	<b>Source of funds</b>	
<b>Type</b>	<b>Cost per unit</b>	<b>Number</b>	<b>Cost of equipment (c2 x c3)</b>	<b>Indirect cost (c4 x indirect rate)</b>	<b>Total cost (c4 + c5)</b>	<b>7)</b>	<b>8)</b>
						<b>Federal</b>	<b>Agency in-kind</b>
HCOVA-1234 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
HCOVA-1234 Datalogger	\$500.00	1	\$500.00	\$156.50	\$656.50	\$656.50	\$0.00
HCOVA-1234 cable (50 ft @ \$2/ft)	\$2.00	50	\$100.00	\$31.30	\$131.30	\$131.30	\$0.00
HCOVA-5678 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
HCOVA-5678 Cell Telemetry	\$1,000	1	\$1,000	\$313.00	\$1,313.00	\$949.60	\$363.40
HCOVA-5678 cable (50 ft @ \$2/ft)	\$2.00	75	\$150.00	\$46.95	\$196.95	\$196.95	\$0.00
HCOVA-9101 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
HCOVA-9101 Satellite Telemetry	\$3,400.00	1	\$3,400.00	\$1,064.20	\$4,464.20	\$2,949.60	\$1,514.60
HCOVA-9101 cable (50 ft @ \$2/ft)	\$2.00	100	\$200.00	\$62.60	\$262.60	\$262.60	\$0.00
HCOVA-2685 Pressure Transducer	\$800.00	1	\$800.00	\$250.40	\$1,050.40	\$1,050.40	\$0.00
HCOVA-2685 Datalogger	\$500.00	1	\$500.00	\$156.50	\$656.50	\$656.50	\$0.00
HCOVA-2685 cable (50 ft @ \$2/ft)	\$2.00	50	\$100.00	\$31.30	\$131.30	\$131.30	\$0.00
<b>Totals</b>			<b>Direct cost total</b>	<b>Indirect total</b>	<b>Total cost</b>	<b>Federal total</b>	<b>Agency total</b>
			<b>\$9,150.00</b>	<b>\$2,863.95</b>	<b>\$12,013.95</b>	<b>\$10,135.95</b>	<b>\$1,878.00</b>

Example Budget 2

Objective 6, continued.

d) Travel													
1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	11)	12)	Source of funds	
												13)	14)
Traveler name / reason for travel	Number of nights of lodging	Lodging cost per day	Number of days of meals	Meal cost per day	Meal and lodging ((d2 x d3) + (d4 x d5))	Miles traveled	Cost per mile	Mileage cost (d7 x d8)	Travel cost (d6 + d9)	Indirect cost (d10 x indirect rate)	Total cost (d10 + d11)	Federal	Agency in- kind
Employee 1/ travel for well HCOVA-1234	1	\$93.00	2	\$51.00	\$195.00	200	\$0.625	\$125.00	\$320.00	\$100.16	\$420.16	\$0.00	\$420.16
Employee 1/ travel for well HCOVA-5678	1	\$93.00	2	\$51.00	\$195.00	200	\$0.625	\$125.00	\$320.00	\$100.16	\$420.16	\$0.00	\$420.16
Employee 1/ travel for well HCOVA-2685	1	\$93.00	2	\$51.00	\$195.00	200	\$0.625	\$125.00	\$320.00	\$100.16	\$420.16	\$0.00	\$420.16
Employee 1/ travel for well HCOVA-9101	2	\$93.00	3	\$51.00	\$339.00	200	\$0.625	\$125.00	\$464.00	\$145.23	\$609.23	\$0.00	\$609.23
Totals									Direct cost total	Indirect total	Total cost	Federal total	Agency total
									\$1,424.00	\$445.71	\$1,869.71	\$0.00	\$1,869.71

### **Attachment C – NGWMN Proposal Checklist**

The attached NGWMN Proposal Checklist must be included with the submitted application. The checklist should be completed by the Principal Investigator listed in the Proposal Information Summary. The completed checklist should be included in the Proposal PDF as section 'I'.

Green boxes in the checklist indicate items that must be marked. Appropriate responses for green boxes are 'Y' or 'NA'

The Overall proposal column indicates items that must be completed (items in green) for all proposals. The objectives columns indicate which items need to be completed (items in green) for each objective included in the proposal.



Checklist items	Overall Proposal	Objectives						
		1	2A	2B	3	4	5	6
Budgets								
Includes overall project budget								
Includes detailed budget for each objective								
Uses budget formats in the Program Announcement								
Detailed budgets include the Objective summary table								
Costs and hours for the work are reasonable								
Tasks in workplan are listed in detailed budget								
Budgets are separated out by individual task and by staff member (not lumped for each staff member)								
In-kind services work tasks are itemized								
Costs for tasks done by contractors are itemized								
New Data Provider Project Requirements								
Describes existing monitoring networks								
Describes data storage and IT infrastructure								
Describes approach for developing web services								
Discussed how new sites will help fill gaps in NGWMN (references well density guidelines)								
Includes map of potential sites that includes existing NGWMN sites								
References site selection and classification tip sheets								
No work is proposed under Objectives 4, 5, or 6								
Objective requirements								
No Federal funds are requested for data collection, data entry, or data management for routine data collection								
The need for the work is justified								
All sites for which work is proposed are in NGWMN Registry								
Includes a table of sites for which work will be done under the objective								
Includes a map of sites for which work will be done under the objective								
States the benefits of the work to the NGWMN								
Workplan for objective includes detailed tasks								
Tasks in workplan are in detailed budgets								
Includes timeline for each objective								
Data collection methods are described in the Data Management Plan								
Data collection quality assurance is described in the Data Management Plan								
Workplan includes task for final report								

Checklist items	Overall Proposal	Objectives						
		1	2A	2B	3	4	5	6
Requirements for specific objectives								
No match is required for Objectives 1, 2A, 2B, or 3								
Provides at least 25% in-kind services match for Objectives 4, 5, or 6								
No funding for travel under Objectives 1, 2A, or 2B								
2A: Funding is less than \$20,000 per year								
4: A paragraph is included for each well for which well rehabilitation, redevelopment, or repair is proposed								
5: Includes a table of proposed wells to be drilled with the cost per well shown								
5: Map shows proposed new sites and all existing NGWMN sites								
5: A paragraph is included for each well for for which drilling is proposed								
5: Drilling costs are split out in budget table (mobilization, per foot cost, travel, casing, grout, etc)								
5: Construction Assurances Form (SF-425D) is attached								
5: Newly drilled wells that will be added to the Water-level Network are to be equiped with water-level monitoring equipment								
6: Make, model, and cost of proposed equipment is provided								
6: Per well limits are not exceeded								
6: Costs of cable are listed separately in budget								

Name of Principal Investigator who completed checklist	
Date Completed	

## **Attachment D - National Ground-Water Monitoring Network Terms and Conditions**

### **1. Acceptance**

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award by signature or electronic means. Awards are based on the application submitted to and approved by DOI and are subject to the terms and conditions incorporated either directly or by reference below.

### **2. USGS Involvement**

Substantial involvement is anticipated through the terms of this Agreement between the USGS and the Recipient. A summary of the involvement is as follows:

(For work under Objective 1: Applicable to awards to new data providers or data providers expanding sites/services) The USGS NGWMN staff will work closely with the data providers on well selection and classification to ensure that the process is carried out in a similar and consistent manner with other data providers to the NGWMN. The USGS NGWMN staff will also be involved by providing guidance in setting up web services to provide the data providers data to the NGWMN portal. The USGS NGWMN staff will coordinate with the data provider to map the data in the web services to the NGWMN portal.

(For work under Objective 2: Applicable to awards to support persistent data service for existing data providers) In projects funded for persistent data service support, interaction between the data provider and the NGWMN staff will be needed to keep data flowing from the web services maintained by the provider to the NGWMN Portal. USGS staff will monitor data from each data provider and inform the data provider when problems are encountered. The NGWMN staff will work with the data providers to resolve any issues. Any updates to the web services required for the Portal will be communicated to the data providers.

(For work under Objective 3: Applicable to awards to fill gaps in information at NGWMN sites) The USGS staff will provide guidance to data providers on methods to collect site information to fill metadata gaps at existing NGWMN sites. The goal of this interaction is to have site information data collected in a similar manner at all NGWMN sites. USGS staff will also work with data providers to make sure the new data are available to the NGWMN through web services or the NGWMN Data Portal.

(For work under Objective 4: Applicable to awards for well maintenance) The USGS staff will provide guidance to data providers on techniques for well maintenance activities at existing NGWMN sites. The goal of this interaction is to have well maintenance activities performed in a similar manner at all NGWMN sites. USGS staff will also work with data providers to make sure the new data are available to the NGWMN through web services or the NGWMN Data Portal.



(For work under Objective 5: Applicable to awards for well drilling) The USGS staff will provide guidance on well drilling methods so that consistent methods are used across the NGWMN. The USGS will also be available to identify gaps in NGWMN coverage to ensure that new wells are filling NGWMN gaps.

(For work under Objective 6: Applicable to awards for equipment purchases for continuous water-level monitoring) The USGS staff will provide guidance on continuous monitoring and help identify gaps in the water-level Trend network.

### **3. Funding**

- (a) The total estimated cost of the USGS share for the performance of this Agreement is (insert total amount of the agreement) inclusive of any renewal years.
- (b) The amount of federal funds obligated under this Agreement, presently the sum of (insert obligated amount), shall be available for payment of costs incurred by the Recipient in performance of this Agreement from (insert date) through (insert date). In no event shall costs be incurred in performance of this Agreement in excess of the funds currently obligated.
- (c) The initial budget period is from (insert date) through (insert date). The total project period is from (insert date) through (insert date).

### **4. Pre-Agreement Costs**

The Recipient is not authorized to incur costs prior to the award of this Agreement. Costs incurred prior to the award of this agreement are not allowable.

### **5. Reporting Requirements**

(a) Required reports/documents. The Principal Investigator or Director, Sponsored Research Office is required to submit the following reports or documents.

(b) Report preparation instructions. The Recipient shall prepare the reports/documents in accordance with the following instructions:

**(1) Progress Reports.** The Recipient shall submit two copies of each Progress Report to the USGS NGWMN staff ([dpope@usgs.gov](mailto:dpope@usgs.gov) and [jmfine@usgs.gov](mailto:jmfine@usgs.gov)) and one copy of the transmittal letter to the USGS Grant Specialist ([sroser@usgs.gov](mailto:sroser@usgs.gov)). Unless otherwise specified in this Agreement, annual progress reports should be submitted sixty (60) days after the end of the current project year to allow adequate time for the designated office to review the report. For Agreements with a total anticipated performance period of twelve months (12) months or less, only a Final Technical Report will be required. A progress report is not required in the final budget year, unless the Recipient requests an extension to the project period.

The progress reports shall include the following information:

- (i) A comparison of actual accomplishments to the objectives of the Agreement established for the budget period and overall progress in response to the performance metrics.
- (ii) The reasons why established goals were not met, if appropriate.
- (iii) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- (iv) An outline of anticipated activities and adjustments to the program during the next budget period.

Between the required reporting dates, events may occur which have significant impact upon the project or program. In such cases, the Recipient shall inform the USGS as soon as the following types of conditions become known:

- (i) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Agreement. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- (ii) Problems or issues with sites which do not materially impact the objectives of the project, but which may require adjustments to the scope of the project
- (iii) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

## **(2) Final Technical Report**

Final Technical Reports shall describe in detail the work performed and results obtained during the grant period. Final Technical Reports are due 120 days after the conclusion of the project period. Any information contained in a previously submitted progress report shall be repeated or restated in the Final Technical Report.

- (i) Submit the Final Technical Report as an Adobe Acrobat PDF file. Submit the report as an e-mail attachment to:

Daryll Pope	<a href="mailto:dpope@usgs.gov">dpope@usgs.gov</a>
Jason Fine	<a href="mailto:jmfine@usgs.gov">jmfine@usgs.gov</a>

- (ii) The Final Technical report should consist of the following sections:

### **A. Cover page**

The cover page should include the following information:

- Award Number
- Agency Name
- Title
- Author(s) and Affiliation(s) with address and zip code
- Author's Telephone numbers and email address

- Term covered by award (start and end dates)
- Date of final report

## **B. Main body of the report**

The main body of the report should include:

- Overview of work planned and accomplished during the project
- Detailed description of work accomplished under each objective

For new data providers

- Description of existing water-level and/or water-quality networks including the objectives of the networks
- Description of site selection criteria and process
- Description of process used to assign Subnetworks and Monitoring Categories for both water-level and water-quality networks (as appropriate for your Network)
- Description or link to Field techniques for water-level measurement and water-quality sample collection (as appropriate for your network)
- Description of data management procedures in place. Describe data quality and quality assurance processes
- List of Minimum Data elements and how they are provided to the Data Portal (via the Well Registry or web services)
- Notes on any sites that have missing required data elements
- Notes on any sites that do not meet requirements in Table 4.5.1.1 and/or 4.5.2.1 of the Framework Document
- A description of the web services used or installed for the project
- Analyte list used for water-quality sampling networks
- List of laboratories and their accreditation for analyzing properties and constituents included in the monitoring program if water-quality data are served
- Describe any work done under Objectives 2 or 3 as part of the initial project

For existing data providers

- Description of work done to support the NGWMN as a data provider for each objective
- Description of data-collection, well-maintenance, or well-drilling activities completed during the project.
- Description of methods used for data collection during the project
- Description of procedures used to quality assure any data collected during the project
- Table listing any new or replacement wells added to the NGWMN. Include the Principal Aquifer, well depth, and the NGWMN site number. If the well is a replacement well, list the site number for the previous well
- Well construction diagrams for any new wells

- Description of any updates made to web services during period of award
- Description of any problems encountered in serving data to the NGWMN data portal

### **(3) Annual Financial Reports**

- (i) The Recipient will submit an annual SF 425, Federal Financial Report, for each individual USGS award. The SF 425 is available at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. The annual SF 425 will be due within 90 days following the end of the budget period.
- (ii) The SF 425 must be submitted by e-mail to SF425@usgs.gov with a cc to the Grant Specialist (sroser@usgs.gov). Recipient must include the USGS award number in the subject line of all correspondence. If, after 90 days, Recipient has not submitted a report, the Recipient's account in ASAP will be placed in a manual review status until the report is submitted.

### **(4) Final Financial Report**

- (i) The Recipient will liquidate all obligations incurred under the award and submit a final SF 425, Federal Financial Report in accordance with Section 5(b)(3)(ii) no later than 120 calendar days after the Agreement completion date.
- (ii) Recipient will promptly return any unexpended federal cash advances or will complete a final draw from ASAP to obtain any remaining amounts due. Once 120 days have passed since the Agreement completion date, USGS shall unilaterally deobligate federal funds as reflected in the Final SF425.
- (iii) Subsequent revision to the final SF 425 will be considered only as follows:
  - A. When the revision results in a balance due to the Government, the Recipient must submit a revised final SF 425, Federal Financial Report, 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.
  - B. When the revision represents additional reimbursable costs claimed by the Recipient, a revised final SF 425 may be submitted to the USGS Contracting Officer with an explanation. If approved, the USGS will either request and pay a final invoice or reestablish the ASAP 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., 16 months following the Agreement completion date. USGS will not accept any revised SF 425 covering additional expenditures after that date and will return any late request for additional payment to the Recipient.

## **6. Publications**

### **(a) Acknowledgment of Support**

Recipient is responsible for assuring that an acknowledgment of USGS support:

- (1) is made in any publication (including World Wide Web pages) of any material based on or developed under this Agreement, in the following terms:

This material is based upon work supported by the U.S. Geological Survey under Cooperative Agreement No. (*insert agreement number*).

- (2) is orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines.

### **(b) Disclaimer**

Recipient is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this Agreement, contains 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. Geological Survey. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Geological Survey.

### **(c) USGS Logo**

Use of the USGS logo (also known as "visual identity" or "identifier") constitutes the recipient's agreement to and acceptance of the following terms:

- The USGS identifier is trademarked and not in the public domain.
- Use of the trademarked USGS identifier is authorized by USGS for use only by recipients of USGS funding.
- Use is authorized on information products that result from research funded by the financial assistance award.
- Use the USGS identifier for any other purpose without written permission from USGS is prohibited; doing so constitutes trademark infringement.
- Recipient will adhere to the design requirements, which are as follows:
  - The USGS identifier must appear in black, white, or green only.
  - The USGS identifier cannot be modified in any way except for proportional sizing.
  - The USGS identifier should appear at the same size as logos of other agencies, if any.
  - If used on a digital product, the USGS identifier should link to [www.usgs.gov](http://www.usgs.gov)

(d) Publication

Publication of the results of any project carried out under this assistance award is authorized in professional journals, trade magazines, or may be made by the USGS. Such manuscripts or publications submitted to journals or professional publications for publication shall be accompanied by the following notation:

This manuscript is submitted for publication with the understanding that the United States Government is authorized to reproduce and distribute reprints for Governmental purposes.

(e) Copies for USGS

Recipient is responsible for assuring that the USGS Project Office is provided access to, either electronically or in paper form, a copy of every publication planned for publication simultaneously with its submission for publication. One reprint of each published article shall be submitted to the USGS Project Office immediately following publication.

(f) Department of the Interior Requirements

Two copies of each publication produced under a Cooperative Agreement shall be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication. The address of the library is:

U.S. Department of the Interior  
Natural Resources Library  
Division of Information and Library Services  
Gifts and Exchange Section  
18th and C Streets, NW  
Washington, DC 20240

## **7. Payment**

Payments under financial assistance awards must be made using the Department of the Treasury Automated Standard Application for Payments (ASAP) system ([www.asap.gov](http://www.asap.gov)).

- (a) The Recipient agrees that it has established or will establish an account with ASAP. USGS will initiate enrollment in ASAP. If the Recipient does not currently have an ASAP account, they must designate an individual (name, title, address, phone and e-mail) who will serve as the Point of Contact (POC).
- (b) With the award of each grant/cooperative agreement, a sub-account will be set up from which the Recipient can draw down funds. After Recipients complete enrollment in ASAP and link their banking information to the USGS ALC (14080001), it may take up to 10 days for sub-accounts to be activated and for funds to be authorized for drawdown in ASAP.

- (c) Inquiries regarding payment should be directed to ASAP at 855-868-0151.
- (d) Payments may be drawn in advance only as needed to meet immediate cash disbursement needs.

## **8. Revisions and Prior Approvals**

Modifications to this Agreement shall generally be executed by mutual written consent of the parties, with the exception of certain purely administrative changes that may be executed unilaterally by the USGS. Recipients may make certain limited budgetary and programmatic changes without prior USGS approval as outlined in 2 CFR 200.308 and 200.407. Any proposed change which requires prior written approval of the USGS shall be submitted in writing to the USGS point of contact on the award cover sheet at least thirty (30) days prior to the requested effective date of the proposed change. The USGS will respond to the change request within thirty (30) days of receipt.

- (a) Extensions. Recipients are specifically advised that requests for extension or other change to the budget or project period(s) require prior written approval. Such requests must be submitted as outlined above and be accompanied by a statement supporting the extension and a revised budget indicating the planned use of all unexpended funds during the proposed extension period.
- (b) Transfer of Funds. Recipients are specifically advised that prior written approval of the USGS Contracting Officer is not required for transfer of funds between direct cost categories when the cumulative amount of the transfer during the performance period does not exceed ten percent (10%) of the total USGS award. Prior written approval is required from the USGS Contracting Officer for transfers of funds in excess of the ten percent limitation.
- (c) Carry Forward of Funds. Recipients are specifically advised that prior written approval by the USGS Contracting Officer is required to carry forward unobligated balances to subsequent budget periods. It is expected that funds be expended during the budget period for which they are obligated. The request must include the amount of funds to be carried over, why the carry-over of funds is necessary, and for how long the funds should be carried over.

## **9. General Provisions**

- (a) Department of the Interior Standard Terms and Conditions

The Recipient shall be subject to the Department of the Interior Standard Terms and Conditions which are incorporated herein by reference and available on the Internet at:  
*<https://www.doi.gov/grants/doi-standard-terms-and-conditions>*

- (b) Additional Terms and Conditions

- (1) Research Integrity

- (i) 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, 2000, 65 Federal Register (FR) 76260. 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.
- (ii) 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.

## (2) Data Availability

- (i) Applicability. The Department of the Interior is committed to basing its decisions on the best available science and providing the American people with enough information to thoughtfully and substantively evaluate the data, methodology, and analysis used by the Department to inform its decisions.
- (ii) Use of Data. The regulations at 2 CFR 200.315 apply to data produced under a Federal award, including the provision that the Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award as well as authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- (iii) Availability of Data. The recipient shall make the data produced under this award and any subaward(s) available to the Government for public release, consistent with applicable law, to allow meaningful third-party evaluation and reproduction of the following:
  - A. The scientific data relied upon;
  - B. The analysis relied upon; and
  - C. The methodology, including models, used to gather and analyze the data.

## (c) Conflict of Interest

### (1) Applicability.

- (i) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.
- (ii) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.



(2) Requirements.

- (i) Non-Federal entities must avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a Federal financial assistance agreement.
- (ii) In addition to any other probations that may apply with respect to conflicts of interest, no key official of an actual or proposed recipient or subrecipient, who is substantially involved in the proposal or project, may have been a former Federal employee who, within the last one (1) year, participated personally and substantially in the evaluation, award, or administration of an award with respect to that recipient or subrecipient or in development of the requirement leading to the funding announcement.
- (iii) No actual or prospective recipient or subrecipient may solicit, obtain, or use non-public information regarding the evaluation, award, or administration of an award to that recipient or subrecipient or the development of a Federal financial assistance opportunity that may be of competitive interest to that recipient or subrecipient.

(3) Notification.

- (i) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112, Conflicts of Interest.
- (ii) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the USGS Contracting Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(4) Restrictions on Lobbying. Non-Federal entities are strictly prohibited from using funds under this grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR Part 18 and 31 USC 1352.

(5) Review Procedures. The USGS Contracting Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop and appropriate means for resolving it.

(6) Enforcement. Failure to resolve conflicts of interest in a matter that satisfies the Government may be cause for termination of the award. Failure to make required disclosures may result in any of remedies described in 2 CFR 200.338, Remedies for Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

d) Program Income

- 1) 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 in 2 CFR 200.307(e)(2).
- 2) 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 in 2 CFR 200.307(e)(1).

e) Government Furnished Equipment or Equipment Authorized for Purchase

Title to equipment 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 an inventory of such equipment as long as there is a need for such equipment 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 equipment to accomplish the purpose of the project, the Recipient shall use the equipment in connection with other Federal awards the Recipient has received. Disposal of equipment shall be in accordance with 2 CFR 200.313.

Insert the following if no equipment will be provided or purchased:

No equipment is provided or authorized for purchase on this grant/cooperative agreement.

Insert the following if property will be provided or purchased:

The following equipment will be vested with the Recipient: (list equipment)

Insert the following award term if the recipient is an individual, small business, non-profit organization, university or other institution of higher education. This award term does not apply to State, Local or Tribal governments or foreign entities.

f) Patent Rights (37 CFR § 401.14)

Unless otherwise provided in the Agreement, if this Agreement is for experimental, developmental, or research work, the following clause (implementing the Bayh-Dole Act, [35 U.S.C. § 200 et seq.]) shall apply. The recipient shall include this clause in all subawards for experimental, developmental, or research activities.

a. *Definitions*

1. INVENTION means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the USC, to any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 U.S.C. § 2321 et seq.).

2. SUBJECT INVENTION means any invention of the recipient conceived or first actually reduced to practice in the performance of work under this Agreement, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d)) must also occur during the period of performance.
3. PRACTICAL APPLICATION means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are to the extent permitted by law or Government regulations available to the public on reasonable terms.
4. MADE when used in relation to any invention means the conception or first actual reduction to practice of such invention.
5. SMALL BUSINESS FIRM means a small business concern as defined at section 2 of Pub. L. 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, will be used.
6. NON-PROFIT ORGANIZATION means a domestic university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. § 501(c)) and exempt from taxation under Section 501(a) of the Internal Revenue Code (26 U.S.C. § 501(a)) or any domestic non-profit scientific or educational organization qualified under a State non-profit organization statute.  
b. Allocation of Principal Rights The recipient may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this Patent Rights clause and 35 U.S.C. § 203. With respect to any subject invention in which the recipient retains title, the Federal Government shall have a non-exclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the U.S. the subject invention throughout the world. If the Agreement indicates it is subject to an identified international agreement or treaty, the U.S. Geological Survey (USGS) also has the right to direct the recipient to convey to any foreign participant such patent rights to subject inventions as are required to comply with that agreement or treaty.

b. *Allocation of Principal Rights*

1. The recipient may retain the entire right, title, and interest throughout the world to each subject invention solely made by recipient subject to the provisions of this Patent Rights clause, including (2) below, 35 U.S.C. §§ 202, 203 and 37 CFR § 401.14. Inventions made under this Agreement jointly by USGS and recipient will be jointly owned by both parties. However, where a USGS employee is a coinventor, the USGS may, for the purpose of consolidating rights in the invention and if it finds that it would expedite the development of the invention:
  - (a) license or assign whatever rights it may acquire in the subject invention to the nonprofit organization, small business firm, or non-Federal inventor in accordance with the provisions of this chapter; or
  - (b) acquire any rights in the subject invention from the nonprofit organization, small business firm, or non-Federal inventor, but only to the extent the party from

whom the rights are acquired voluntarily enters into the transaction and no other transaction under this chapter is conditioned on such acquisition.

With respect to any subject invention in which the recipient retains title, the Federal Government shall have a non-exclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the U.S. the subject invention throughout the world. If the Agreement indicates it is subject to an identified international agreement or treaty, the U.S. Geological Survey (USGS) also has the right to direct the recipient to convey to any foreign participant such patent rights to subject inventions as are required to comply with that agreement or treaty.

2. If the recipient performs services at a Government owned and operated laboratory or at a Government owned and recipient operated laboratory directed by the Government to fulfill the Government's obligations under a Cooperative Research and Development Agreement (CRADA) authorized by 15 U.S.C. 3710a, the Government may require the recipient to negotiate an agreement with the CRADA collaborating party or parties regarding the allocation of rights to any subject invention the recipient makes, solely or jointly, under the CRADA. The agreement shall be negotiated prior to the recipient undertaking the CRADA work or, with the permission of the Government, upon the identification of a subject invention. In the absence of such an agreement, the recipient agrees to grant the collaborating party or parties an option for a license in its inventions of the same scope and terms set forth in the CRADA for inventions made by the Government.

If a known CRADA exists between the USGS and the recipient, include the CRADA as an attachment and include the following paragraph following b.2.:

USGS has determined that use of alternate paragraph (b) in the preceding clause is required to meet USGS' obligations under (identify CRADA). This determination may be appealed in accordance with 37 CFR 401.4. Recipient agrees that the work performed under this Agreement is directed by USGS to meet the obligations under the CRADA. Recipient further agrees to grant licenses to the government and (insert additional CRADA partner names, if applicable) as necessary to meet USGS' obligations under the CRADA.

- c. *Invention Disclosure, Election of Title and Filing of Patent Applications by Recipient*
  1. The recipient will disclose each subject invention to USGS within two months after the inventor discloses it in writing to recipient personnel responsible for the administration of patent matters. The disclosure to USGS shall be in the form of a written report and shall identify the Agreement under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding of the nature, purpose, operation, and, to the extent known, the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention, whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication, at the time of disclosure. In

addition, after disclosure to USGS, the recipient will promptly notify USGS of the acceptance of any manuscript describing the invention for publication, or of any on sale or public use planned by the recipient.

2. The recipient will elect in writing whether or not to retain title to any such invention by notifying USGS within two years of disclosure to USGS. However, in any case where publication, on sale, or public use has initiated the one-year statutory period wherein valid patent protection can still be obtained in the U.S., the period for election of title may be shortened by USGS to a date that is no more than 60 days prior to the end of the statutory period.
3. The recipient will file its initial patent application on an invention to which it elects to retain title within one year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the U.S. after a publication, on sale, or public use. The recipient will file patent applications in additional countries or international patent offices within either ten months of the corresponding initial patent application, or six months from the date when permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications when such filing has been prohibited by a Secrecy Order.
4. Requests for extension of the time for disclosure to USGS, election, and filing under subparagraphs 1., 2., and 3. may, at the discretion of USGS, be granted.

d. *Conditions When the Government May Obtain Title*

The recipient will convey to USGS, upon written request, title to any subject invention:

1. if the recipient fails to disclose or elect the subject invention within the times specified in paragraph c. above, or elects not to retain title, provided that USGS may only request title within 60 days after learning of the failure of the recipient to disclose or elect within the specified times;
2. in those countries in which the recipient fails to file patent applications within the times specified in paragraph c. above, but prior to its receipt of the written request of USGS, the recipient shall continue to retain title in that country; or in any country in which the recipient decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in a reexamination or opposition proceeding on, a patent on a subject invention.

e. *Minimum Rights to Recipient*

1. The recipient will retain a non-exclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the recipient fails to disclose the subject invention within the times specified in paragraph c. above. The recipient's license extends to its domestic subsidiaries and affiliates, if any, within the corporate structure of which the recipient is a party and includes the right to grant sublicenses of the same scope to the extent the recipient was legally obligated to do so at the time the Agreement was made. The license is transferable only with the approval of USGS except when transferred to the successor of that part of the recipient's business to which the invention pertains.
2. The recipient's domestic license may be revoked or modified by USGS to the extent necessary to achieve expeditious practical application of the subject invention

pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR Part 404. This license will not be revoked in that field of use or the geographical areas in which the recipient has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at discretion of USGS to the extent the recipient, its licensees, or its domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

3. Before revocation or modification of the license, USGS will furnish the recipient a written notice of its intention to revoke or modify the license, and the recipient will be allowed thirty days (or such other time as may be authorized by USGS for good cause shown by the recipient) after the notice to show cause why the license should not be revoked or modified. The recipient has the right to appeal, in accordance with applicable regulations in 37 CFR Part 404 concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of its license.

f. *Recipient Action to Protect Government's Interest*

1. The recipient agrees to execute or to have executed and promptly deliver to USGS all instruments necessary to: (i) establish or confirm the rights the Government has throughout the world in those subject inventions for which the recipient retains title; and (ii) convey title to USGS when requested under paragraph d. above, and to enable the Government to obtain patent protection throughout the world in that subject invention.
2. The recipient agrees to require, by written agreement, its employees, other than clerical and non-technical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the recipient each subject invention made under this Agreement in order that the recipient can comply with the disclosure provisions of paragraph c. above, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. The disclosure format should require, as a minimum, the information requested by paragraph c.1 above. The recipient shall instruct such employees through the employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.
3. The recipient will notify USGS of any decision not to continue prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.
4. The recipient agrees to include, within the specification of any U.S. patent application and any patent issuing thereon covering a subject invention, the following statement: "This invention was made with Government support under (identify the Agreement) awarded by the U.S. Geological Survey. The Government has certain rights in this invention."

5. The recipient or its representative will complete, execute and forward to USGS a confirmation of a License to the U.S. Government and the page of a United States patent application that contains the Federal support clause within two months of filing any domestic or foreign patent application.

g. *Subcontracts*

1. The recipient will include this Patent Rights clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental or research work. The subcontractor will retain all rights provided for the recipient in this Patent Rights clause, and the recipient will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractors' subject inventions.
2. In the case of subcontracts, at any tier, when the prime award by USGS was a contract (but not a cooperative agreement), USGS, subcontractor, and contractor agree that the mutual obligations of the parties created by this Patent Rights clause constitute a contract between the subcontractor and the Foundation with respect to those matters covered by this Patent Rights clause.

h. *Reporting on Utilization of Subject Inventions*

The recipient agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the recipient or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the recipient and such other data and information as USGS may reasonably specify. The recipient also agrees to provide additional reports in connection with any march-in proceeding undertaken by USGS in accordance with paragraph j. of this Patent Rights clause. As required by 35 U.S.C. § 202(c)(5), USGS agrees it will not disclose such information to persons outside the Government without the permission of the recipient.

i. *Preference for United States Industry*

Notwithstanding any other provision of this Patent Rights clause, the recipient agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the U.S. unless such person agrees that any products embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the U.S. However, in individual cases, the requirement for such an agreement may be waived by USGS upon a showing by the recipient or its assignee that reasonable but unsuccessful efforts have been made to award licenses on similar terms to potential licensees that would be likely to manufacture substantially in the U.S. or that under the circumstances domestic manufacture is not commercially feasible.

j. *March-in Rights*

The recipient agrees that with respect to any subject invention in which it has acquired title, USGS has the right in accordance with procedures at 37 CFR § 401.6 and USGS regulations at 45 CFR § 650.13 to require the recipient, an assignee or exclusive licensee of a subject invention to grant a non-exclusive, partially exclusive, or exclusive license in

any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances and if the recipient, assignee, or exclusive licensee refuses such a request, USGS has the right to grant such a license itself if USGS determines that:

1. such action is necessary because the recipient or assignee has not taken or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;
2. such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the recipient, assignee, or their licensees;
3. such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the recipient, assignee, or licensee; or
4. such action is necessary because the agreement required by paragraph i. of this Patent Rights clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the U.S. is in breach of such agreement.

k. *Special Provisions for Agreements with Non-profit Organizations*

If the recipient is a nonprofit organization, it agrees that:

1. rights to a subject invention in the U.S. may not be assigned without the approval of USGS, except where such assignment is made to an organization which has as one of its primary functions the management of inventions, provided that such assignee will be subject to the same provisions as the recipient;
2. the recipient will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when USGS deems it appropriate) when the subject invention is assigned in accordance with 35 U.S.C. § 202(e) and 37 CFR § 401.10;
3. the balance of any royalties or income earned by the recipient with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, will be utilized for the support of scientific or engineering research or education; and
4. it will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms and that it will give preference to a small business firm if the recipient determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided that the recipient is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the recipient. However, the recipient agrees that the Secretary of Commerce may review the recipient's licensing program and decisions regarding small business applicants, and the recipient will negotiate changes to its licensing policies, procedures, or practices with the Secretary when the Secretary's review discloses that the recipient could take reasonable steps to implement more effectively the requirements of this paragraph k.4.



1. *Communications*

All communications required by this Patent Rights clause must be submitted through the Office of Policy and Analysis (OPA), U.S. Geological Survey, Reston, VA 20192, [gs\\_usgs\\_patents@usgs.gov](mailto:gs_usgs_patents@usgs.gov).

**10. Special Provisions**

Use this section to insert any special provisions that may be applicable to this Agreement. Otherwise put NONE.

**11. Documents Incorporated by Reference and Order of Precedence**

(a) Documents Incorporated by Reference

The following documents are hereby incorporated into this Agreement by reference:

- 1) The Recipient's proposal (insert title and date)
- 2) The Recipient's application for financial assistance (SF424, SF424A, SF424B), dated (insert date)

(b) Order of Precedence

In the event of any inconsistency within this Agreement, the following order of precedence shall be followed:

- 1) The cover page.
- 2) Sections A through F of this Agreement.
- 3) Documents incorporated by reference (see 11.a) in the order in which they are incorporated.

**– END OF ASSISTANCE AWARD DOCUMENT –**