Frequently Asked Questions regarding Observational Data Plan and Data Management Plan Completion for RESTORE Council funded projects and programs

Below are some frequently asked questions regarding completion of ODP and DMPs. Please reference this document in addition to the [Draft Interim Guidance for Observational Data Plans](#) (ODP) and [Preliminary Observational Data Management Plan](#) (DMP). These guidance documents provide both templates for and examples of completed ODP and DMPs.

1. **Q:** Who should we contact regarding questions about ODP/DMP completion?
   A: Contact Jessica Henkel ([Jessica.Henkel@restorethegulf.gov)](mailto:Jessica.Henkel@restorethegulf.gov) or Alyssa Dausman ([Alyssa.Dausman@restorethegulf.gov)](mailto:Alyssa.Dausman@restorethegulf.gov).

2. **Q:** Who does the actual review/approval of ODP/DMPs?
   A: The ODP and DMP will each be reviewed by two reviewers (a total of four reviewers). Reviewers of each document may be a member of the Council Programmatic Staff, or outside experts brought in to aid Council Staff. When ODP/DMP review requires additional technical or expert review, Programmatic Staff may send out an ODP or DMP to additional external reviewers for input or may reach out to experts with specific questions. All reviewers will be required to sign a Conflict of Interest form.

3. **Q:** How long will the ODP/DMP review process to take?
   A: The ODP and DMP review will be completed within four weeks after a *complete* grant application is submitted to RAAMS. **NOTE:** The review clock will stop if the ODP or DMP is returned to the grantee for additional information.

4. **Q:** What is the reasonable duration to be listed on an ODP for a project expected to continue in perpetuity? Such as a land acquisition project?
   A: Post-implementation monitoring is expected. The final recommended length and duration of monitoring for such projects will be discussed by the Council Monitoring and Assessment Working Group (CMAWG). For the purposes of this FPL, and in advance of recommendations by the CMAWG, we recommend that project ODPs make plans (that are subject to change) for monitoring that will justify that you've met your goals for conservation management (or met the goals and objectives for a restoration project). For example, for a land acquisition project, an ODP may include habitat mapping post-acquisition, and then again at 5 and 10 years to ensure that the conserved land is being managed as per the objectives.
   Note: The Grant or IAA will stay open as long as the project is being implemented or monitored.

5. **Q:** In some cases a recipient may not know the information asked for in the ODP or DMP until they have negotiated the scope of work with sub-grantees. How should information that is "To Be Decided" (TBD) be addressed?
   A: ODP and DMPs are living documents. Given this, you can put into ODP/DMPs that specific components are TBD, *provided you indicate plans and expected timelines for updating the information.* If we have additional questions we will ask for more detailed explanations.

6. **Q:** Some projects/programs consist of multiple components/projects for which there will be multiple applications in RAAMS. Is an ODP and DMP required for each component?
   A: Every project and program must have its own ODP and DMP; however, if a
   single FPL activity is split among multiple recipients or implementers, only one aggregate ODP and DMP will be required if there is an agreement that one entity will compile and manage all of the data created by the multiple RAAMS projects constituting the single FPL activity. In such cases the agreement specifying the ODP/DMP "lead" project must be clearly articulated in the project narrative(s), RAAMS budgets and ODP/DMP budgets. The ODP and DMP will be uploaded into RAAMS for the lead project administering all of the data collection/compilation and management for the other associated projects. The project(s) that are not the lead for the ODP/DMP will provide uploads for the ODP/DMP that reference the other project (do not provide duplicative ODP and DMP plans for two RAAMS projects).

7. **Q:** The ODP guidance specifies that all data be reported in metric units, while our Engineers work in English units. Is it required that we report in metric, or can we specify otherwise?
   A: Metric units are required. Exceptions can be made in some circumstances (i.e., ft. NAVD88). Justification for this exception has to be included in the ODP and approved by Council staff.

8. **Q:** Some information requested in ODP or DMPs may include private information (i.e., Private landowner information, PII Section 16.19). How should such information be listed included?
   A: No PII information should be in any ODP or DMP. Please use pseudonyms that are not traceable except by people in your agency that are authorized.

9. **Q:** What GIS tools are available to recipients?
   A: We have a GeoSpatial Coordinator listed on our website that provides GIS support. The information that we have gathered for the current FPL is available at www.Restorethegulf.gov. While we have GIS data for this first FPL, in the future recipients will need to provide their own GIS

information/files. An empty GIS database and a metadata template will be included in the submission guidelines. Our GeoSpatial Coordinator will help coordinate GIS data with recipients and answer questions. However, the coordinator will not be responsible for creating the GIS files. .