NTHMP MEETING TRAVEL INFORMATION (Updated 12/14/22)

See detail below on standardized cost estimates to use

Include this standardized language in Project Narrative:

Task (#): Travel for NTHMP meetings

At the request of the NOAA Tsunami Program Office, this agency is proposing travel for its members of the NTHMP Coordinating Committee to attend and participate in NTHMP-sponsored meetings planned to occur during the grant performance period.

1. NTHMP Winter Meeting

This three-day meeting is a regular meeting of two NTHMP subcommittees to exchange tsunami preparedness, mitigation, and safety information among NTHMP partners which enhances collaboration and consistency.

The meeting will be held in January 2023. Average rates and cost estimates provided by the NOAA Tsunami Program were used.

The Emergency Management representative and the Science representative appointed to represent our (state/territory/geographic region) will attend and participate in this meeting.

1. NTHMP Annual Meeting

This is a five-day series of meetings for NTHMP subcommittees, cross-functional collaboration meetings, a business meeting, an NTHMP grantee’s meeting, and a Coordinating Committee meeting.

The meeting location has not been determined by the NTHMP. Average rates and cost estimates provided by the NOAA Tsunami Program were used.

The Emergency Management representative and Science representative appointed to represent our (state/territory/geographic region) will attend and participate in this meeting.

1. Powell Center Workshop

A fourth and final “Tsunami Sources Workshop for Cascadia” at the USGS Powell Center in Ft. Collins, Colorado, will be held (month/year)

The following grantee states are permitted to add a standardized cost for one traveler to your grant prime or subaward application: XX and project PI from California and Alaska.

STANDARD BUDGET INFORMATION:

Use these standardized rates for economy class airfares (fill in at “XXX” below)

CONUS: $650; HI: $750 PR/VI: $800; AS: $1,000 GU/MP: $1,200

You may use a different rate if you can validate the estimate more accurately.

Task (#): Travel to NTHMP meetings

Task x.1: NTHMP Annual Meeting

Note: prime awardee has emergency management member except for Oregon and Puerto Rico where the Science Member is on the prime grant.

Cost breakdown:

For prime’s CC member – (name) at (agency)

Airfare from (location) to to-be-determined location: $ XXX

Hotel per diem – 6 nights @$230/night $1,380

Per diem – 2 partial @$53.25, 5 full @$71 $ 462

Ground transportation $ 100

Allowable out-of-pocket expenses $ 100

Total for prime awardee: [total]

SUBAWARD – (Name) at (agency) for subawardee’s CC member

Airfare from (location) to to-be-determined location: $ xxx

Hotel per diem – 6 nights @$230/night $1,380

Per diem – 2 partial @$53.25, 5 full @$71 $ 462

Ground transportation $ 100

Allowable out-of-pocket expenses $ 100

Total for subawardee: [total]

Total for this subtask: $x,xxx

Task x.2 NTHMP Winter Subcommittee Meetings (MES and MMS)

Cost breakdown: (Oregon & Puerto Rico – switch prime & subaward member)

For Prime’s MES member – (Name) at (agency)

Airfare from (location) to to-be-determined location: $ xxx

Hotel per diem – 4 nights @$230/night $ 920

Per diem – 2 partial @$53.25, 3 full @$71 $ 320

Ground transportation $ 100

Allowable out-of-pocket expenses $ 100

Total for this subtask: [total]

SUBAWARD – (Name) at (agency) for subawardee’s MMS member

Airfare from (location) to to-be-determined location: $ xxx

Hotel per diem – 4 nights @$230/night $ 920

Per diem – 2 partial @$53.25, 3 full @$71 $ 320

Ground transportation $ 100

Allowable out-of-pocket expenses $ 100

Total for this subtask: [total]

Task x.3 Powell Center Tsunami Sources Other than Alaska Workshop

Applicable for Workshop PIs from CA & AK; and also for ONE person from HI, WA, and OR

Cost breakdown:

Airfare from (location) to Ft. Collins, Colorado: $ xxx

Hotel per diem – 5 nights @$140/night $ 700

Per diem – 2 partial @$45.75, 3 full @$61 $ 355.50

Ground transportation $ 100

Allowable out-of-pocket expenses $ 50

Total for this subtask: [total]