

## **Infrastructure and Survey Guidance for Pest Detection-Funded Agreements**

The CAPS Program would like to reiterate the Program requirements for the submission of Infrastructure and Survey work and financial plans. As per the [2019 National Pest Surveillance Guidelines](#) (page 8), “Each state will submit work plans, including detailed financial plans, for the Infrastructure project and each Survey they plan to conduct.” This means that each state will submit an [Infrastructure work and financial plan](#) and a [Survey\(s\) work and financial plan](#). Infrastructure and Survey work and financial plans should not be combined, but should be separate entities. The Survey work and financial plan, on the other hand, can be submitted individually by survey or combined into one Survey work and financial plan. Also from the 2019 Guidelines, “States have flexibility to combine their Pest Detection surveys into one submitted work and financial plan, or to submit separate work plans for each survey. Funding will be tracked based on each work plan whether written as a combined or individual survey. Individual states will determine which options work best for them based on their state financial and accounting policies, systems, and processes. This guidance is only for Pest Detection funding, and only for Survey. A separate work and financial plan for Infrastructure is required.” An [Example of a Combined Survey Work Plan](#) is posted under the [2019 Guidelines page](#) on the CAPS Resource & Collaboration website.

Follow the guidance in the 2019 Guidelines for submitting work plans through the SPHD office and to the Field Operations SharePoint site. Each state should submit, at minimum, two files; one for Infrastructure and at least one for survey. Page 10 of the [2019 National Pest Surveillance Guidelines](#) has been updated to reflect this guidance. Once approved, opportunities will be created in ezFedGrants for Infrastructure and Survey(s). This will result in each state having, at minimum, two Pest Detection cooperative agreements.

The Program guidance for a separate Infrastructure work and financial plan, and thus, separate cooperative agreements, has been given for many years. The reason is that Infrastructure and Survey represent different ‘work.’ According to guidance that the Program received from the Agreements Staff in previous years based on Federal and Departmental policy, regulations, and guidelines, is that different ‘work’ needs to be accounted for and tracked separately. This becomes very important for Program and Agreements Staff reporting, as well as preparing for program or financial audits. Neither the Program nor the Agreements Staff can accurately report or respond to requests for information if Pest Detection funding cannot be properly distilled or categorized across all states.

The Field Operations Work Plan Management SharePoint site can be found at:

[https://ems-team.usda.gov/sites/aphis-ppq-fldops/pgmops/cagreements/\\_layouts/15/start.aspx](https://ems-team.usda.gov/sites/aphis-ppq-fldops/pgmops/cagreements/_layouts/15/start.aspx)