

## Contractual Costs in the Financial Plan

As noted in the [2020 National Pest Surveillance Guidelines](#), starting in FY2020 for both CAPS and PPA 7721 work plans, contractual items listed in the Financial Form must be detailed and described in an additional Financial Form. For clarification, if the cost is something simple like rent or paying for the identification of samples, the separate Contractual Financial Plan is not needed. All that is needed is to clearly define the cost in the normal Financial Plan (the item, who will provide the service, and the price), see examples below.

Examples of when the separate Contractual Financial Plan is **not** needed:

- Nematode sample processing by North Carolina State University: 100 samples at \$20 per sample = \$2,000.
- Rent paid to University of Washington for office space: \$4,500

When funds are received by one entity and passed through to another to perform all or a significant portion of the work, the Contractual Financial Plan is needed to document the specific costs.

Example of when the separate Contractual Financial Plan **is** needed:

- A state department of agriculture receives the funds and passes them to a university to perform part or all of the survey work.
- The cooperator pays another entity to perform data entry.

When in doubt, please reach out to your ADODR or Lisa Jackson ([lisa.d.jackson@usda.gov](mailto:lisa.d.jackson@usda.gov)) for clarification.