

Appendix I

Additional Guidelines on Outreach

In order to enhance the SSCs efforts in outreach to key stakeholders where pests of significant concern to the state are involved, additional outreach funds may be requested. It is generally understood that outreach activities occur inherently during routine survey planning and preparations, attendance at industry and stakeholder meetings, and various training and seminar events. Qualification for additional outreach funding is contingent on direct support for existing survey initiatives within the state.

Common goals within states' CAPS programs are to prevent any new exotic plant pests from becoming established through early detection by targeted and/or ongoing commodity based surveys. These goals can be achieved by strengthening the state-wide network of cooperators through coordinated detection surveys and outreach activities that compliment these coordinated survey activities. Using outreach as a mechanism to improve existing survey initiatives will better enable CAPS programs to identify exotic pest threats, determine and implement the most effective means of preventing, detecting, and responding to new exotic pests, and communicating risks and needs to land management personnel, relevant industries, and the public.

States are encouraged to explore novel approaches to expanding outreach activities. Volunteerism is one example where potential benefits to the program are immeasurable. Local stakeholder groups should be contacted and encouraged to support program related outreach activities. We should consider providing training to volunteers, government agency employees, and others that will have access to areas at risk of exotic pest introduction. Some groups to consider partnering with include local extension services, horticultural inspection services, master gardeners, etc. For additional guidance please reference the National Pest Detection web page for access to the draft CAPS Volunteer Guidelines.

(http://www.aphis.usda.gov/plant_health/plant_pest_info/pest_detection/index.shtml)

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Example: Sample Infrastructure work plan and detailed financial plan to justify additional outreach funds requested through Tier 2 Infrastructure.

NOTE: Red italicized notes or prompts in the text are to be deleted when finalizing a work plan. A separate work plan and financial plan is required for each program covered by an “umbrella” agreement.

To assist in the development of the program work plan/proposal, we have prepared the following outline as a guide. The work plan/proposal should describe, in detail, the activities to be conducted by the parties to the agreement. Involvement by other parties in the program or project, which is incidental to the agreement, should only be discussed as indicated in III.9.

The work plan for a cooperative agreement discusses the roles and responsibilities of the parties to the agreement (those signing) and the interaction between them as well as their resource contributions.

For a grant, the proposal would address exclusively activities conducted by the Grantee as APHIS would not have a role in conducting the project.

Major topics outlined (I, II, III,IV, V, and VI) should be included in each program work plan/proposal. It is not intended to be all inclusive, but to serve as a reference for items which should be discussed in development of the program narrative.

A lead in paragraph should be included to identify the cooperating parties, the agreement number, and the overall purpose of the initiative as illustrated in the next paragraph.

****As a reminder the work plans should include input by the ADODR and be reviewed and approved by the ADODR before they are submitted to the regional office. Work plans are due into the regional office **NO LATER THAN** August 15th for budgeting purposes.**

Final submission of work plans must have signatures of ADODR and ROAR (Recipient Organization’s Authorized Representative).

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CAPS Infrastructure Work Plan Fiscal Year 2009

Cooperator:	Your State Department of Agriculture		
State:	Your State		
Project:	Infrastructure		
Project funding source:	Infrastructure <input checked="" type="checkbox"/>		
Project Coordinator:	State Survey Coordinator		
Agreement Number			
Contact Information:	Address:		
	Phone:		Fax:
	Email Address:		

This Work Plan reflects a cooperative relationship between the _____ (the Cooperator) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting a _____ (*insert description of program, e.g., gypsy moth survey and control program*) and the related roles and responsibilities of the parties [e.g., mutual roles, APHIS role(s), Cooperator role(s)] as negotiated.

I) OBJECTIVES AND NEED FOR ASSISTANCE

(What relevant need or problem within the cooperator’s mission area requires a solution in carrying out a public purpose of support or stimulation authorized by a law of the United States? How does the need or problem align with the mission area and strategic goals of APHIS?) *This section includes a narrative on how financial assistance will facilitate the cooperator in carrying out a public purpose of support or stimulation authorized by a law of the U.S.*

Example: Sample language provided below. Please use a narrative format here to describe the specific objectives and need for assistance in your state.

- State Survey Coordinator can be employed full-time to carry out these objectives.
- Prevent any new exotic plant pests from becoming established in the state.
- Strengthening a state-wide network of cooperators to:

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- identify exotic pest threats
- implement prevention, detection, and response plans
- Communicate risks and needs to cooperators and the public
- Coordinate survey activities and associated outreach plans
- Help provide training to volunteers, and various cooperator and stakeholder groups

II) RESULTS OR BENEFITS EXPECTED

The Cooperator seeks to conduct a program which is expected to result in:

- A. What results or benefits will be derived from the cooperative effort? Use of bulleted Statements is acceptable.

Example: Our cooperative agricultural pest survey program is expected to result in:

- presence/absence data for targeted exotic pests,
- outreach materials on exotic pest concerns specific to current year survey activities in my state,
- a State CAPS Committee,
- training and workshops for cooperators and stakeholders

III) APPROACH

What is the plan of action or approach to the work?

*Describe the activities to be performed under this work plan. The activities must be within the scope of the Notice of Cooperative Agreement Award and consistent with the terms and conditions therein. Provide a description for **each of the functions** (e.g., survey, regulatory, control) for which funding is to be expended. The narrative is to include any information or data that will be shared with APHIS.*

This section should outline roles and responsibilities that are 1). mutual, 2). those of the cooperator, and 3). those of APHIS in terms of work to be performed, expected accomplishments by each party, and resources to be contributed by each. If specific program protocols, action plans, or uniform rules or other program guidelines must be followed, mention them in this section wherever they apply.

The following sections will assist in the preparation of a succinct proposal that provides APHIS with the information required to determine the appropriateness of a cooperative agreement. These items are to be included in the work plan as applicable.

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A. The Cooperator and APHIS Mutually Agree to/that:

Example:

- i) Maintain a State Cooperative Agricultural Pest Survey Committee that will meet at least once a year to discuss fostering the goals of CAPS.
- ii) Work together in carrying out field surveys, trapping, and data collection, setting emphasis on pest/diseases particularly identified (see attached list), that may pose an immediate risk to the agriculture of this state and the United States.
- iii) Have representation at National and/or Regional annual planning meetings.

Utilize Cooperator and APHIS program funding, as outlined in the Financial Plan, within the authorized parameters to support survey and detection activities. In addition, specific appropriated funding in the level authorized by the PPQ Western Region will be dedicated to the delivery of CAPS objectives listed above.

- 1.
- 2.
- 3.

1. What is the quantitative projection of accomplishments to be achieved?

a. By activity or function, what are the anticipated accomplishments by month, quarter, or other specified intervals?

b. What criteria will be used to evaluate the project? What are the anticipated results and successes?

c. What methodology will be used to determine if:

1. Identified needs are met
2. Results and benefits are achieved

2. What type of data will be collected and how will it be maintained?

a. Address timelines for collection and recording of data.

b. How will APHIS be provided access to the data?

B. The Cooperator will:

1. By function, what work is to be accomplished?

(Cite program standards, action plans, or other program guidelines as a standard for conducting the particular functions for this program, as applicable.)

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2. **What resources are required to perform the work?**
3. **What numbers and types of personnel will be needed and what will they be doing?** Tie these needs back to the activities outlined in III.A
4. **What equipment will be needed to perform the work?** Include major items of equipment with a value of \$5,000 or more.
 - a. What equipment will be provided by the cooperator?
 - b. What equipment will be provided by APHIS?
 - c. What equipment will be purchased in whole or in part with APHIS funds?
 - d. How will the equipment be used?
 - e. What is the proposed method of disposition of the equipment upon termination of the agreement/project?
5. **Identify information technology equipment, e.g., computers, and their ancillary components.** All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations etc.) should be specifically identified .
6. **What supplies will be needed to perform the work?** Identify individual supplies with a cumulative value of \$5,000 or more as a separate item. ****All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations) should be specifically identified above.**
 - a. What supplies will be provided by the Cooperator?
 - b. What supplies will be provided by APHIS?
 - c. What supplies will be purchased in whole or in part with APHIS funds?
 - d. How will the supplies be used?
 - e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?

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7. What procurements will be made in support of the funded project and what is the method of procurement (e.g., lease, purchase)?
(Cooperator procurements shall be in accordance with OMB Circulars A-102 or A110, as applicable.)

8. What are the travel needs for the project?

- a. Is there any local travel to daily work sites? Who is the approving official? What are the methods of payment? Indicate rates and total costs in the Financial Plan.
- b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official? What is the method of payment? Indicate rates and total cost in the Financial Plan.

9. Reports:

- a. Submit all reports to the APHIS Authorized Department Officer's Designated Representative (ADODR). Reports include:
 - 1. Narrative accomplishment reports in the frequency and time frame specified in the Notice of Award, Article 4.
 - 2. Financial Status Reports, SF-269, in the frequency and time frame specified in the Notice of Award, Article 4.

10. Are there any other contributing parties who will be working on the project?

- a. List Participating Agency/Institution:
- b. List all who will work on the project:
- c. Describe the nature of their effort:
- d. Contribution:

C. APHIS Will:

1. What equipment will be needed to perform the work? Include major items of equipment with a value of \$5,000 or more.

- a. Will Equipment be loaned or provided by APHIS? Yes No (If Yes, please list:
- b. How will the equipment be used?

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IV) GEOGRAPHIC LOCATION OF PROJECT

- A. Is the project statewide or in specific counties, townships, and/or national or state parks? (list all that apply)
- B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project?
- C. Are there any unusual features which may have an impact on the project or activity such as rivers, lakes, wild life sanctuaries, commercial beekeepers etc? (list all that apply)
- D. Identify the kind of data to be collected:
- E. How will the data be maintained?
- F. Establish criteria to evaluate the results and successes of the project:
 - 1. Results:
 - 2. Successes:
- G. Methodology used to determine if the results and benefits are achieved:
 - 1. Identified needs are met:
 - 2. Results and benefits are achieved:

V) DATA COLLECTION AND MAINTENANCE

- A.
 - All survey data from cooperative agreements involving pest surveys will be entered into the NAPIS database.
 - a. First record for the State and/or County will be entered within **48 hours** of confirmation of identification by a qualified identifier.
 - b. All other required records, both positive and negative survey data, must be entered **within two weeks** of confirmation.
 - c. All records are to be entered into the NAPIS database by **December 1** of the year of survey, so these data can be included in the yearly Plant Board Report.

Some programs encourage the use of the ISIS system to facilitate reporting. The ADODR, with guidance from the specific program manager, will work with the cooperator to determine this. If ISIS will be used, the following should be added, in addition to the NAPIS verbiage above.

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All survey data from federal cooperative agreements involving pest surveys, will be entered into an APHIS, PPQ approved database. The State Plant Health Director, or his/her designee, is responsible for assuring data quality.

- a. Survey data and diagnostic results will be entered into the national Integrated Survey Information System (ISIS) database as close to real time as possible, including both positive and negative results.
- b. All data elements will be provided nationally and will be entered into ISIS.
- c. Data management processes and information will be provided nationally.

VI.) SIGNATURES

ROAR	Date	ADODR
Date		

BUDGET/DETAILED FINANCIAL PLAN Financial
Plan

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DETAILED FINANCIAL PLAN			
<i>Infrastructure</i>			
State Department of Agriculture			
January 1, 2008 - December 31, 2009			
<i>(Financial plan much match the SF-424A, Section B, Budget Categories--ROUNDED to the nearest dollar)</i>			
ITEM	Calculation	Federal Funds	Cooperator Funds
PERSONNEL:			
Tier 1 Infrastructure			\$0
SSC Salary		\$50,000	
			\$0
	Subtotal:	\$50,000	\$0
FRINGE BENEFITS:			
12.89% of salary for full-time employee	.1289*\$63,509	\$6,445	\$0
			\$0
	Subtotal:	\$6,445	\$0
TRAVEL:			
Interstate travel for meetings/trainings	4 tripsx \$1000/trip	\$4,000	\$0
			\$0
	Subtotal:	\$4,000	\$0
EQUIPMENT:			
			\$0
	Subtotal:	\$0	\$0
SUPPLIES:			
Office supplies		\$1,000	\$0
SCC Meeting costs (conf room lease, presentation materials, etc)		\$429	\$0
	Subtotal:	\$1,429	\$0
CONTRACTUAL:			
			\$0
	Subtotal:	\$0	\$0
OTHER:			
Fleet vehicle usage	6000 miles x \$.262/mi	\$1,572	\$0
			\$0
Tier 2 Outreach			\$0
Outreach (State Pest I.D. sheets)	dvlpmt & printing	\$2,000	\$0
Outreach (Media) (posters, ads, misc.)	printing & ad fees	\$3,000	\$0
			\$0
			\$0
	Subtotal:	\$6,572	\$0
TOTAL DIRECT COSTS:		\$68,446	\$0
INDIRECT COSTS: (16.91% of P/S+Benefits)		\$9,545	\$0
TOTAL COSTS:		\$77,991	\$0