



*Farm Bill Section 12101*

**NATIONAL ANIMAL  
DISEASE PREPAREDNESS  
AND RESPONSE PROGRAM**

**2019 Funding Opportunity:  
NADPRP Training and Exercise  
Cooperative / Interagency Agreements**

*August 26, 2019*

# Funding Opportunity: National Animal Disease Preparedness and Response Program 2019 Training and Exercise Cooperative/Interagency Agreements

The United States Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) Veterinary Services (VS) is announcing the availability of cooperative/interagency agreement funding to carry out the National Animal Disease Preparedness and Response Program (NADPRP) as described in Section 12101 of the [Agriculture Improvement Act of 2018](#) (aka "2018 Farm Bill"). In 2019, APHIS VS will make available up to \$10,000,000 in funds to be divided between the NADPRP and the National Animal Health Laboratory Network (NAHLN). The NADPRP 2019 projects will prepare agriculture sector personnel to serve as animal health emergency responders through targeted training and exercises.

## Synopsis

**Funding Type:** Cooperative Agreement or Interagency Agreement (for Federal Agency applicants)

**Funding Opportunity Title:** National Animal Disease Preparedness and Response Program 2019 Training and Exercise Cooperative/Interagency Agreements

**Application Due Date:** October 25, 2019

**Funding Opportunity Description:** This funding opportunity is provided to carry out the National Animal Disease Preparedness and Response Program (NADPRP) as described in Section 12101 of [Agriculture Improvement Act of 2018](#) (aka "2018 Farm Bill"). Congress authorized USDA to create this new program to address the increasing risk of the introduction and spread within the United States of animal pests and diseases affecting the economic interests of the livestock and related industries of the United States. To carry out the program, the Secretary is authorized to enter into cooperative agreements or other legal instruments, as authorized under Section 10413 (referred to hereafter as 'agreements') with eligible entities. Eligible entities are listed below.

This 2019 announcement is the first phase of implementation of the NADPRP program. During this first phase, VS will make available up to \$10,000,000 in funds to be divided between the NADPRP and the National Animal Health Laboratory Network (NAHLN). NADPRP will support multiple projects to prepare agriculture sector personnel to serve as animal health emergency responders through targeted training and exercises. **The overall objective of the funding opportunity is to increase capabilities, capacity, and readiness of the nation's animal agriculture sector to quickly and effectively respond to animal pests and disease outbreaks affecting the economic interests of the livestock and related industries of the United States.** Through this funding opportunity, VS is soliciting collaborators who will develop, deliver, conduct and/or provide access to emergency management training and exercises for animal agriculture sector responders required for an effective response.

Training and exercises is one of several activities that the NADPRP program will support. VS intends to announce future funding opportunities for additional NADPRP program activities in FY 2020.

**Eligible Entities:** A State<sup>1</sup> department of agriculture; the office of the chief animal health official of a State; an entity eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971) such as a land grant university; a college of veterinary medicine, including a veterinary emergency team at such college; a State or national livestock producer organization with direct and significant economic interest in livestock production; a State emergency agency; a State, national, allied, or regional veterinary organization or specialty board recognized by the American Veterinary Medical Association; an Indian Tribe; or a Federal agency.

As described in the 2018 Farm Bill Section 12101, “in entering into agreements under this subsection, the Secretary shall give priority to applications submitted by—

- (A) a State department of agriculture or an office of the chief animal health official of a State; or
- (B) an eligible entity that will carry out program activities in a State or region in which—
  - (i) an [animal pest or disease is a Federal concern](#); or
  - (ii) the Secretary determines a potential exists for the spread of an animal pest or disease after taking into consideration
    - (I) the agricultural industries in the State or region;
    - (II) factors contributing to animal pest or disease in the State or region, such as the climate, natural resources, and geography of, and native and exotic wildlife species and other disease vectors in, the State or region; and the movement of animals in the State or region.

**Cost Sharing:** Cost sharing is not required.

**Alignment of the Funding Opportunity with Farm Bill Section 12101:** This funding opportunity aligns with the activities conducted under the 2018 Farm Bill, Section 12101, Section (b), National Animal Disease Preparedness and Response Program. Support for training and exercises for animal agriculture sector responders is one of eleven specified program activities. Veterinary Services intends to announce future cooperative/interagency agreement funding opportunities for additional NADPRP program activities in FY 2020.

---

<sup>1</sup> Per definitions as described in [Section 8302 of the Animal Health Protection Act](#), State is defined as any of the States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, or any territory or possession of the United States.

# Full Announcement

## Table of Contents

<b>Synopsis</b> .....	<b>1</b>
<b>Full Announcement</b> .....	<b>3</b>
A. Program Description .....	5
A.1 Funding Opportunity Description .....	5
A.2 Priorities.....	5
A.3 Other Funding Considerations .....	7
A.4 Alignment with USDA, APHIS, and NADPRP Goals and Objectives.....	7
A.5 Legislative Authority .....	7
B. Federal Award Information.....	7
B.1 Cost Guidance .....	8
C. Eligibility Information.....	9
C.1 Eligible Applicants .....	9
C.2 Cost Sharing or Matching.....	9
C.3 Other .....	10
D. Application and Submission Information.....	10
D.1 Address to Request Application Package.....	10
D.2 How to Submit Application Package .....	10
D.3 Unique Entity Identifier - Data Universal Number System (DUNS) .....	11
D.4 System for Award Management (SAM) .....	11
D.5 Content and Form of Application Submission .....	12
D.6 Submission Dates and Times, including Other Relevant Dates .....	13
D.7 Intergovernmental Review .....	13
D.8 Funding Restrictions.....	13
D.9 Other Submission Requirements .....	14
E. Application Review Information .....	14
E.1 Criteria.....	14
E.2 Review and Selection Process.....	15
E.3 Anticipated Announcement and Federal Award Dates .....	15
F. Federal Award Administration Information .....	15
F.1 Federal Award Notices .....	15
F.2 Administrative and National Policy Requirements .....	16
F.3 Reporting.....	16
F.4 Project Evaluation .....	16
G. Federal Awarding Agency Contacts .....	16
H. Other Information .....	17
H.1 Definitions.....	17
H.2 References .....	17

Appendix 1A Instructions for the Project Proposal Work Plan ..... 19  
Appendix 1B Project Proposal Work Plan Template..... 22  
Appendix 2 Instructions for the Project Proposal Detailed Financial Plan ..... 36

## A. Program Description

### Federal Awarding Agency Name:

United States Department of Agriculture, Animal Plant Health Inspection Service (APHIS), Veterinary Services (VS)

**Funding Opportunity Title:** National Animal Disease Preparedness and Response Program 2019 Training and Exercise Cooperative/Interagency Agreements

**Announcement Type:** Initial Announcement

**Funding Opportunity Number:** USDA-APHIS-10025-VSCEAH00-20-0001

**Catalog of Federal Domestic Assistance Number:** 10.025, Plant and Animal Disease, Pest Control, and Animal Care

**Key Dates:** Applications must be received by 11:59 PM Eastern Daylight Savings Time on October 25, 2019. Work covered under the agreements is anticipated to begin the first quarter of calendar year 2020.

### A.1 Funding Opportunity Description

This funding opportunity is provided to carry out the National Animal Disease Preparedness and Response Program (NADPRP) as described in Section 12101 of [Agriculture Improvement Act of 2018](#) (aka "2018 Farm Bill"). Congress authorized USDA to create this new program to address the increasing risk of the introduction and spread within the United States of animal pests and diseases affecting the economic interests of the livestock and related industries of the United States. To carry out the program, the Secretary is authorized to enter into cooperative agreements or other legal instruments, as authorized under Section 10413 (referred to hereafter as 'agreements') with eligible entities. Eligible entities are listed below in Section C.

This 2019 announcement is the first phase of implementation of the NADPRP program. During this first phase, VS will make available up to \$10,000,000 in funds to be divided between the NADPRP and the National Animal Health Laboratory Network (NAHLN). NADPRP will support multiple projects to prepare agriculture sector personnel to serve as animal health emergency responders through targeted training and exercises. **The overall objective of the funding opportunity is to increase capabilities, capacity, and readiness of the nation's animal agriculture sector to quickly and effectively respond to animal pests and disease outbreaks affecting the economic interests of the livestock and related industries of the United States.** Through this funding opportunity, VS is soliciting collaborators who will develop, deliver, conduct and/or provide access to emergency management training and exercises for animal agriculture sector responders required for an effective response.

Training and exercises is one of several activities that the NADPRP program will support. VS intends to announce future funding opportunities for additional NADPRP program activities in FY 2020.

### A.2 Priorities

Priorities for the 2019 funding opportunity are specific to training and exercises. Training means, for the purposes of this funding opportunity, the method, process or action that provides education and facilitates learning of the critical knowledge, skills, and abilities to respond to animal disease emergencies. Exercises means, for the purpose of this funding opportunity, a planned and organized series of events for emergency response personnel, senior officials, and others designed to validate

training, and practice strategic and tactical plans and skills in a no-fault learning environment outside of an actual emergency.

Following are the priorities selected for the 2019 funding opportunity:

1. Develop and /or deliver emergency management training for animal agriculture sector responders that supports the [USDA APHIS VS Emergency Preparedness and Response Training/Exercise Strategy and Plan 2019-2021](#) (VS TEP), other applicable training/exercise strategy and plans, and/or training that addresses lessons learned from recent incidents, outbreaks, and past exercises. Training may be a part of continuous improvement planning as described in the [Homeland Security Exercise and Evaluation Program](#) (HSEEP) and related to, for example, action items contained in After Action Reports (AARs), Improvement Plans (IPs) and corrective action tracking and implementation. The scope of the training may include, but is not limited to, instruction in the following animal health emergency preparedness and response critical activities. These activities represent a subset of critical activities in the [APHIS Foreign Animal Disease Framework, Response Strategies](#) applicable to the NADPRP.
  - a. Surveillance.
  - b. Diagnostic sample collection, submission, and reporting.
  - c. Epidemiological investigation and tracing.
  - d. Training on existing information management systems.
  - e. Communication.
  - f. Health, safety, and security of responders.
  - g. Biosecurity.
  - h. Quarantine and movement control.
  - i. Continuity of business/Secure Food Supply Plans (Non-Infected Premises in Regulatory Control Areas).
  - j. Mass depopulation and euthanasia.
  - k. Disposal (carcass and waste management).
  - l. Cleaning and disinfection (cost effective agent elimination).
  - m. Vaccination.
  - n. Incident Management (Incident Command System, Unified Command System).
  - o. Incident Management Teams.
  - p. Incident Coordination, Multi Agency Coordination.
2. Develop, conduct and evaluate emergency management exercises for animal agriculture sector responders that support the VS TEP, other applicable training/exercise strategy and plans, and/or exercises that address lessons learned from recent incidents, outbreaks, and past exercises. Exercises may be a part of continuous improvement planning as described in HSEEP and related to, for example, action items contained in AARs, IPs and corrective action tracking and implementation. Exercises may be discussion-based or operations-based and validate a range of animal health emergency preparedness and response critical activities listed above.
3. Support domestic travel and per diem for animal agriculture sector responders to access and participate in emergency management training and/or exercise events for animal agriculture emergency preparedness and response, including the trainings and exercises described in 1 and 2. This includes, but is not limited to, events hosted by the VS TEP and VS Professional Development Staff.

### A.3 Other Funding Considerations

1. Projects are encouraged to follow the principles and approaches of the U.S. Department of Homeland Security (DHS) [National Incident Management System](#) (NIMS) and HSEEP.
2. Each proposal should describe how the project will leverage existing resources through partnerships with local, State, and/or Federal governments, industry organizations, professional associations, producer groups, and/or non-profit organizations.
3. Support for projects involving funding for personnel to attend planned VS TEP events may be subject to enrollment limitations.
4. Successful projects will meet the criteria described in Section E. Application Review Information.
5. Applicants should describe in the work plan and financial plan the anticipated involvement by APHIS personnel that is needed to complete the proposed activity (excluding VS personnel to administer or oversee the agreement). VS intends to collaborate with recipients to successfully complete training and exercises that are funded via this opportunity. However, due to limited availability of personnel, VS encourages proposals, where possible, that are not contingent on VS participation during the operational training and exercise events.

### A.4 Alignment with USDA, APHIS, and NADPRP Goals and Objectives

VS has a long history of responding to animal health emergencies and incidents with its partners, and its mission continues to support the preparedness, prevention, detection, and control or eradication of animal pests and diseases that can threaten U.S public health, animal health, animal agriculture, food security, and the economy. This funding opportunity supports the NADPRP Program Goal #3 (*Enhance the United States' capability, capacity, and readiness to quickly and effectively respond to outbreaks of emerging and foreign animal pests and diseases*) and Objective 3.2 (*Identify, train, and exercise personnel required for an effective response*). This funding opportunity also supports [USDA APHIS Strategic Plan FY 2019 - 2023](#) Goal #2 (*Safeguard American agriculture*) and Objective 2.3 (*Ensure effective emergency preparedness and response systems*).

### A.5 Legislative Authority

This program implements funding for Fiscal Year 2019 as provided under the 2018 Farm Bill. Congress authorized USDA to create the new NADPRP in Section 12101 of the 2018 Farm Bill to address the increasing risk of the introduction and spread within the United States of animal pests and diseases affecting the economic interests of the livestock and related industries of the United States. To carry out the program, the Secretary is authorized to enter into cooperative agreements with eligible entities; eligible entities are listed below in Section C.

## B. Federal Award Information

**Total Amount to be Awarded:** VS will make available up to \$10,000,000 in funds to be divided between the NADPRP and the NAHLN.

**Type of Assistance Instrument:** Most awards will be funded via cooperative agreements; interagency agreements may be used if the recipient is a Federal agency. A cooperative agreement is defined in [2 CFR part 200.24](#) as a "legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity." An Interagency agreement may be entered into under the Economy Act (31 USC 1535) which provides authority for Federal agencies to enter into agreements to purchase goods or services from other Federal agencies or other major organization units within the

same agency. The Federal Acquisition Regulations (FAR), [48 CFR 17.5](#) provides further requirements for Economy Act agreements.

APHIS VS will administer the agreements, and collaborate with project recipients to provide advice, receive and review project documents, offer comments and suggestions, track project performance, and communicate with recipients as necessary to ensure progress in accomplishing the project, identifying obstacles, and resolving concerns.

Recipients will track performance and expenditures, provide progress reports and project deliverables in accordance with the project work plan, and communicate with VS staff to assess and evaluate progress.

**Anticipated Awards:** VS anticipates that most agreements to be awarded will range from \$50,000 up to \$1,000,000 each.

**Anticipated Award Start Date:** First quarter of calendar year 2020

**Period of Performance:** Proposals with activities for a period of performance up to 24 months will be considered. The period of performance described in [2 CFR 200.77](#) is the “time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award.” Funding will not be allowed nor activities approved to occur outside of the period of performance.

**Competitive Process:** This is a competitive process and the funding of any submitted proposal is at the discretion of USDA in consultation with subject matter experts and as described in Section E. Application Review Information. Competitive funding is a process of proposal selection based on the evaluation of a reviewer or team of reviewers. Funding is based on the merits of the application, and recipients are not pre-determined.

**Cost Sharing:** Cost sharing is not required. See Section C. Eligibility Information for more details.

## B.1 Cost Guidance

Allowable uses of NADPRP funds include but are not limited to activities, equipment, supplies, and services needed to complete approved program activities and that support the priorities and considerations described above. This may include temporary personnel as needed to complete activities (salaries, wages, and fringe benefits). Use of funds for personnel is limited to temporary employees specifically hired to assist in completing proposed activities; because subsequent year funding is not guaranteed, funds may not be used to support permanent positions.

*Outreach Materials.* Program funds may be used for outreach materials as needed to complete approved projects that support the program goals, objectives, activities, and priorities. This may include developing, distributing and delivering of educational materials or content such as training curricula, videos, websites, pamphlets, fliers, fact sheets, and other print and media.

An applicant who receives funding for a project that includes the production, purchase or distribution of materials is not obligated to put the USDA logo on the materials they produce or purchase under a cooperative agreement. However, APHIS has the option of reviewing all materials to be produced or purchased and request that the USDA name and logo appear on those items if we determine it is in our collective best interest.

For funding restrictions, see Section D. Application and Submission Information, Funding Restrictions.

**Additional Award Information:** The 2018 Farm Bill provides this guidance on sub-agreements: “Nothing in this section prevents an eligible entity from using funds received under the Program to enter into sub-agreements with another eligible entity or with a political subdivision of a State that has legal responsibilities relating to animal disease prevention, surveillance, or rapid response”.

## C. Eligibility Information

### C.1 Eligible Applicants

Per the 2018 Farm Bill Section 12101, USDA may enter into cooperative agreements or other legal instruments with the entities listed below to carry out the NADPRP.

1. A State<sup>1</sup> department of agriculture.
2. The office of the chief animal health official of a State.
3. An entity eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971(f)(1)(C))). This includes entities eligible for the [National Institute of Food and Agriculture Federal Assistance Programs](#) such as Land Grant Universities.
4. A college of veterinary medicine, including a veterinary emergency team at such college.
5. A State or national livestock producer organization with direct and significant economic interest in livestock production.
6. A State emergency agency.
7. A State, national, allied, or regional veterinary organization or specialty board recognized by the American Veterinary Medical Association.
8. An Indian Tribe.
9. A Federal agency.

As described in the 2018 Farm Bill Section 12101, “in entering into agreements under this subsection, the Secretary shall give priority to applications submitted by—

- (A) a State department of agriculture or an office of the chief animal health official of a State; or
- (B) an eligible entity that will carry out program activities in a State or region in which—
  - (i) an [animal pest or disease is a Federal concern](#); or
  - (ii) the Secretary determines a potential exists for the spread of an animal pest or disease after taking into consideration
    - (III) the agricultural industries in the State or region;
    - (IV) factors contributing to animal pest or disease in the State or region, such as the climate, natural resources, and geography of, and native and exotic wildlife species and other disease vectors in, the State or region; and the movement of animals in the State or region.

### C.2 Cost Sharing or Matching

Cost sharing, matching or cost participation is not required. Per the 2018 Farm Bill Section 12101, “When deciding whether to enter into an agreement under the Program with an eligible entity described in paragraph (3), the Secretary— (i) may take into consideration an eligible entity’s ability to contribute non-Federal funds to carry out such an agreement; and (ii) shall not require such an eligible entity to make such a contribution as a condition to enter into an agreement.”

Cost sharing and matching is defined in [2 CFR Part 200.29](#) as a “portion of the project costs not paid by Federal funds (unless otherwise authorized by Federal statute).” If applicable, cooperators should describe cost-share or in-kind funding for the project.

---

<sup>1</sup> Per definitions as described in [Section 8302 of the Animal Health Protection Act](#), State is defined as any of the States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, or any territory or possession of the United States. See Section H.1 Definitions.

### C.3 Other

There is no limit on the number of proposals an applicant may submit.

Applicants will be checked against the System for Award Management (SAM) to ensure they have not been disbarred or suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

## D. Application and Submission Information

### D.1 Address to Request Application Package

Applicants may access the funding opportunity package either online or by email request. See below for details.

**Online Address for Application Package:** Applicants may download the application package online at the [Grants.gov](https://www.grants.gov) website by searching for grants and clicking on **USDA-APHIS-10025-VSCEAH00-20-0001**. Applicants should use the Project Proposal Work Plan and Project Proposal Detailed Financial Plan as described below under Section D.5 Content and Form of Application Submission.

The required forms (SF-424, SF-424A, SF-424B, Certification Regarding Lobbying and SF-LLL) can also be found at: [https://www.aphis.usda.gov/aphis/resources/forms/sa\\_forms\\_by\\_category/ct\\_grant\\_application\\_forms](https://www.aphis.usda.gov/aphis/resources/forms/sa_forms_by_category/ct_grant_application_forms)

**Email Address to Request Application Package:** To receive electronic copies by email of the required application forms (SF-424, SF-424A, SF-424B, Certification Regarding Lobbying, and SF-LLL), applicants should submit an email request to the following email address and point of contact. Applicants should use the Project Proposal Work Plan and Project Proposal Detailed Financial Plan as described below under Section D.5 Content and Form of Application Submission.

E-Mail: [VS.SP.Cooperative.Agreements@usda.gov](mailto:VS.SP.Cooperative.Agreements@usda.gov)

Point of contact: Penny Strang, USDA APHIS VS, Phone: (970) 494-7386

### D.2 How to Submit Application Package

**Online Submission:** Applicants are highly encouraged to submit applications online using the [Grants.gov](https://www.grants.gov) website <https://www.grants.gov/> or the USDA grants and agreements system [ezFedGrants](https://nfc.usda.gov/FSS/clientservices/ezFedGrants/index.php) website <https://nfc.usda.gov/FSS/clientservices/ezFedGrants/index.php>. Recipients receiving an award must ultimately use the ezFedGrants system for reporting. Applicants must complete the required forms listed under Section D. 5 and submit them through either the Grants.gov or the ezFedGrants online systems. Please note that the forms attached to the application packet in either online system must be physically signed. Electronic or typed signatures will not be accepted. The Project Proposal Work Plan and Project Proposal Detailed Financial Plan should be uploaded in either online system as attachments.

First time Grants.gov users should go to the [“Get Started” icon](#) on the [Grants.gov](https://www.grants.gov) home page and carefully read and follow the steps listed in order to apply. The applicant organization will first need to be registered with the System for Award Management (SAM). In order to register with the SAM, the applicant organization will also need a Data Universal Number System (DUNS) Number. Refer to the DUNS and SAM information below for more details. To begin the application process in Grants.gov, the applicant should click on the [“Search Grants” tab](#) and search by opportunity number **USDA-APHIS-10025-VSCEAH00-20-0001**. For help with the Grants.gov system, applicants may click on the [“support” tab](#) on the top bar of the Grants.gov home page.

Applicants new to ezFedGrants should review the Job Aids by clicking on the Training icon on the [ezFedGrants Client Services Landing Page](#). The USDA [eFG External User Onboarding Quick Reference](#) Job Aid in the Training Section under Frequently Asked Questions, Onboarding and Accessing ezFedGrants summarizes the process for users to gain access to the ezFedGrants external portal. The ezFedGrants system requires each applicant to have a minimum of at least one Grants Administrative Officer (GAO) and one Signatory Official (SO). To begin creating an application, the applicant must access the “Search Opportunities” screen and search for opportunity number **USDA-APHIS-10025-VSCEAH00-20-0001**. For help with the ezFedGrants system, applicants may contact the ezFedGrants help desk at [ezFedGrants@cfo.usda.gov](mailto:ezFedGrants@cfo.usda.gov).

In order to launch an ezFedGrants application from the [ezFedGrants Client Services Landing Page](#), applicants must have a USDA level 2 eAuthentication account. [USDA eAuthentication](#) is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. Please note that USDA will only accept eAuthentication Accounts from individuals. An individual in the applicant organization may apply for a USDA eAuthentication Account by visiting the [Create an Account – Getting Started](#) page. For help with eAuthentication accounts or passwords, contact the eAuthentication help desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov).

Applications submitted online either through the Grants.gov or the ezFedGrants websites will be accepted.

**Email Submission:** Applicants may also submit applications through email by sending all content of the application package to the following email address and point of contact.

E-Mail: [VS.SP.Cooperative.Agreements@usda.gov](mailto:VS.SP.Cooperative.Agreements@usda.gov)

Point of contact: Penny Strang, USDA APHIS VS, Phone: (970) 494-7386

All Federal agency applicants are to submit applications using the same email address above. Following submission of the application, the Federal agency will receive further communication from VS on the additional requirements and processes required for Interagency Agreements.

#### D.3 Unique Entity Identifier - Data Universal Number System (DUNS)

Each applicant (with the exception of a Federal agency) is required to have a valid [Data Universal Number System \(DUNS\)](#) Number. A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact D&B at 1-866-705-5711 or visit the Dun & Bradstreet (D&B) website at <https://iupdate.dnb.com/iUpdate/companylookup.htm>. Please note that the registration may take up to 14 business days to complete. Registration is free.

#### D.4 System for Award Management (SAM)

Each applicant (with the exception of a Federal agency) is required to register in the System for Award Management (SAM) prior to submitting an application and to maintain current information throughout the award period of performance. To register, go to the SAM website <https://www.sam.gov/SAM/>. Please allow a minimum of 5 days to complete the SAM registration. Frequently Asked Questions, User Guides, Demonstration Videos, etc., can be found at the SAM website, under the “[Help](#)” tab. Registration is free. A DUNS number is required for the SAM account.

Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the registration process. These are mandatory fields that are required when submitting grant applications.

*Please note: The DUNS and SAM requirements described above are applicable to all applicants (with the exception of a Federal agency) whether the application is submitted online or by email.*

#### D.5 Content and Form of Application Submission

All application packages must contain the following forms and information, regardless if application is submitted online or by email. An exception to this requirement is Federal agency applicants (see below).

1. SF-424, "Application for Federal Assistance"
2. SF-424A, "Budget Information – Non Construction Programs"
3. SF-424B, "Assurances – Non-construction Programs"
4. Certification Regarding Lobbying (for Federal Assistance greater than \$100,000)
5. SF-LLL "Disclosure of Lobbying Activities" (for Federal Assistance greater than \$100,000).
6. Project Proposal Work Plan
7. Project Proposal Financial Plan

Additional information that may be required:

8. If claiming indirect costs and an Indirect Cost Rate has been negotiated, a copy of the current Indirect Cost Rate Agreement must be uploaded as an attachment.

Federal agency applications must contain the following two documents as attachments in the email application (SF forms are not required):

1. Project Proposal Work Plan
2. Project Proposal Financial Plan

**Project Proposal Work Plan:** Each project applicant must submit a project proposal work plan. See Appendix 1A Instructions for the Project Proposal Work Plan and Appendix 1B Template for the Project Proposal Work Plan. The template is prepared as guidance that applicants may customize to develop their project proposal work plan. The template is suggested, but not mandatory.

**Project Proposal Detailed Financial Plan:** Each applicant must submit a project proposal detailed financial plan that will match and further delineate the SF-424-A, Section B Budget Categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs and Recipient Cost Share, and Totals. See Appendix 2 Instructions for the Project Proposal Detailed Financial Plan.

**Group Proposals.** If multiple applicants collaborate and submit one proposal to accomplish a single project and VS establishes separate agreements with multiple contributors of the project, the proposal is considered a "group proposal". To submit an application for a group proposal, one applicant identified as the project lead should submit the proposal on behalf of the group. The submitting applicant must indicate on the project proposal work plan that the proposal is a "group proposal", and include information for each contributor as outlined in Appendix 1B Template for the Project Proposal Work Plan. The project lead must submit with the application package the grant application forms from each contributor that anticipates an individual agreement with VS. The intent is that if the project is awarded, VS would enter into separate agreements with each contributor that submits the grant application forms. Contributors that do not submit grant application forms would receive support through the project lead as delineated in the project proposal work plan and project proposal financial plan.

A proposal would not be considered a “group proposal” if all of the funding is transferred to one recipient through a single agreement with subsequent distribution of funds to sub-contributors within the project managed by the recipient. Note that the 2018 Farm Bill allows an eligible entity to use funds to enter into sub-agreements with other eligible entities or with a political subdivision of a State that has legal responsibilities relating to animal disease prevention, surveillance, or rapid response.

#### D.6 Submission Dates and Times, including Other Relevant Dates

All applications must be received by VS online or by email by 11:59 PM Eastern Daylight Savings Time on October 25, 2019. VS will use the online and email system-generated date and time documentation as the official time. Applications must be complete. Applications received after the deadline or incomplete applications will not be considered.

#### D.7 Intergovernmental Review

The Intergovernmental Review Process (CFDA 10.025) is subject to [Executive Order 12372](#), “Intergovernmental Review of Federal Programs” in the States or Territories of: American Samoa, Arkansas, Arizona, California, Delaware, District of Columbia, Guam, Iowa (State Agencies only), Kentucky, Maryland, Michigan, Missouri, Nevada (send SF-424 to NV for their records only), New Hampshire, North Dakota, Northern Mariana Islands, Puerto Rico, Utah (State Agencies only), Virgin Islands, and West Virginia. Awards will not be made until this process has been completed in the applicable states. Names and addresses of States’ Single Point of Contact (SPOC) are listed in the Office of Management and Budget’s home page at: <https://www.whitehouse.gov/omb/management/office-federal-financial-management/>. For those applicants that have this process in their state, submit your application to the SPOC simultaneously to submitting to APHIS VS. Failure to meet this requirement will result in a rejection of the application. A copy of the SPOC waiver or approval letter is required at the time the award is made.

#### D.8 Funding Restrictions

Project funds must be obligated by the recipient during the performance period as identified in the Notice of Award.

Eligible cooperator’s assessment of indirect costs are limited to not more than 10% of total direct costs or the application of their indirect cost rate agreement, whichever is less. The applicant must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its recognized Federal Agency ([2 CFR Part 200.19](#)), when indirect costs are assessed in the budget.

NADPRP funds **may NOT be used** for the following:

1. Promotional or thank-you materials, incentives to encourage participation, or similar costs prohibited by OMB cost principles (2 CFR Subpart E – Cost Principles General Provisions for Selected Items of Cost).
2. Construction of a new building or facility or the acquisition or expansion of an existing building or facility, including site grading, improvement, and architect fees.
3. Permanent staff positions.
4. International travel.
5. Projects or activities associated with VS-State-Industry cooperative programs that are typically supported through appropriated funds, including activities typically funded via APHIS VS annual umbrella agreements and animal disease traceability agreements.

NADPRP funds are intended to complement and build-upon preparedness and response activities associated with other APHIS VS cooperative programs.

#### D.9 Other Submission Requirements

For help with the ezFedGrants system, applicants may contact the ezFedGrants help desk at [ezFedGrants@cfo.usda.gov](mailto:ezFedGrants@cfo.usda.gov).

For application errors in Grants.gov, contact Eillen Berke via email [Eileen.M.Berke@usda.gov](mailto:Eileen.M.Berke@usda.gov) or by phone at 301-851-2856.

## E. Application Review Information

### E.1 Criteria

Following are the criteria APHIS VS will use to evaluate applications during the review process. Applicants should consider the criteria when preparing the application package.

**Screening Criteria:** Proposals must first meet the Screening Criteria to be considered for further review.

1. Project proposal materials are received by the deadline. Proposals received after the established deadline will not be considered.
2. Project proposal package is complete. Proposals that do not include all of the required materials will not be considered.
3. Allowed use of funds. Proposals that do not align with the cost guidance described in this announcement will not be considered.

#### Evaluation Criteria

1. Critical need. Proposed activities should address current high priority needs as identified in Section A. Program Description.
2. Impact and Outcomes. Proposals will be assessed on the extent of the impact, and specific and measurable outcomes and deliverables toward significant progress of NADPRP goal 3 (*Enhance the United States' capability, capacity, and readiness to quickly and effectively respond to outbreaks of emerging and foreign animal pests and diseases*), Objective 3.2 (*Identify, train, and exercise personnel required for an effective response*).
3. Consistent with defined activities and priorities. Proposed activities should clearly align with the information described in Section A. Program Description. Proposals must describe the following, at a minimum:
  - a. Focus on enhancing the United States' capability, capacity, and readiness to quickly and effectively respond to outbreaks of animal pests and diseases affecting the economic interests of the livestock and related industries of the United States by developing, delivering, and/or facilitating access to training and exercises in one or more of the priority areas or in other areas that will help achieve the overall objective.
  - b. Contribution of the proposed activity to improve the existing capability, capacity, and readiness of the targeted audiences of animal agriculture emergency responders. This includes describing the status of preparedness and readiness of the target audience along an emergency preparedness pathway and explaining how the trainings and/or exercises will move them forward to achieve their preparedness objectives.

- c. Detailed description of the target audiences that will receive training or participate in exercise events. Target audiences may include any group of potential animal agriculture emergency responders including, but not limited to, State, tribal, or federal animal agriculture personnel; State, tribal, or federal emergency response personnel; veterinarians and veterinary students; veterinary diagnostic laboratory personnel; cooperative extension system personnel; livestock producers; members of allied industries that directly support livestock producers; non-traditional and niche producers; and underserved, hard-to-reach audiences engaged in livestock production.
4. Cost effectiveness. Proposals should identify cost effective approaches to producing the desired outcome as compared to alternatives.
5. Feasibility of Success. Proposals will be assessed based on the extent that the activity is likely to be successfully completed and deliver the intended outcomes based on key factors such as resources, collaborative partnerships, and clearly defined methods.
6. Past Performance. Proposals will be assessed based on the extent that the activity is likely to be successful based on the applicant's previous experience in similar endeavors.
7. Best Practices or Innovation. If applicable, proposals will be assessed based on the use of best practices and/or use of innovative solutions that are considered to be likely to lead to successful achievement of stated outcomes.

Although cost sharing is not required, per the 2018 Farm Bill Section 12101, "When deciding whether to enter into an agreement under the Program with an eligible entity described in paragraph (3), the Secretary— (i) may take into consideration an eligible entity's ability to contribute non-Federal funds to carry out such an agreement; and (ii) shall not require such an eligible entity to make such a contribution as a condition to enter into an agreement."

## E.2 Review and Selection Process

USDA is responsible for the approval of NADPRP projects that will be funded through cooperative/interagency agreements. APHIS VS is responsible for reviewing applications against the evaluation criteria, and will seek assistance and counsel from internal and external subject-matter experts as appropriate. Reviewers will have no association with any project that is being reviewed In order to avoid potential conflicts of interest.

## E.3 Anticipated Announcement and Federal Award Dates

APHIS will review proposals within 30 days of the application deadline and provide the Secretary with a draft 2019 spending plan by December 1, 2019. Applicants will be notified of award status as soon as possible after the Secretary approves the 2019 spending plan.

# F. Federal Award Administration Information

## F.1 Federal Award Notices

All applicants will be notified by email after the spending plan is approved by the Secretary and announced by USDA. Applicants selected for funding will receive a Notice of Award (NOA) via ezFedGrants. The applicant must provide an E-Signature in ezFedGrants for the Federal Award document, which is included as part of the NOA, unless APHIS provides the applicant an alternative Federal Award signature process.

## F.2 Administrative and National Policy Requirements

Successful applicants must comply with the requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, [2 CFR Part 200](#); Nonprocurement Debarment and Suspension” [2 CFR 417](#); “Requirements for Drug-Free Workplace”, [2 CFR Part 421](#); “New Restrictions on Lobbying”, [2 CFR Part 418](#); and Office of Management and Budget regulations governing “Controlling Paperwork Burdens on the Public”, [5 CFR 1320](#).

In addition to the above mentioned, all recipients are subject to the Federal Award's [terms and conditions for APHIS awards](#), project narrative, and budget narrative, as well as the applicable authorization used to issue the Federal Award. For more information, visit the [APHIS Agreements Services Center](#) website.

## F.3 Reporting

The Recipient’s Project Coordinator shall provide to the APHIS VS Project Manager through the ezFedGrants system quarterly accomplishment reports on program activities outlined in this application. The reports will be used by APHIS to verify compliance with provisions of this Agreement. These reports will be due as specified in the cooperative agreement document.

The Recipient’s Project Coordinator shall provide to the APHIS VS Project Manager through the ezFedGrants system a properly certified quarterly Federal Financial Report, SF-425, as specified in the cooperative agreement document. Any requests for an extension of time to submit the SF-425 must be made in writing to APHIS’ authorized representative. Extensions of time to submit the SF-425 will be considered on a case-by-case basis and are subject to the discretion of APHIS’ authorized representative and, if allowed, shall be provided by the authorized representative in writing.

## F.4 Project Evaluation

APHIS VS will evaluate the Recipient’s performance based on the following criteria and methodology to determine if the Recipient met the project standards and if the results and benefits are achieved.

Criteria include recipient adherence to agreement schedule; recipient adherence to agreement budget; and recipient delivery of results that meet the agreement performance standards and achieve the stated outcomes. The methodology to evaluate performance will include review of progress reports and invoices; periodic discussion of project progress with Recipient team; observation of activities to assess conformance with agreement standards and outcomes as appropriate; and review of reports/deliverables to assess conformance with agreement standards and outcomes, if applicable.

## G. Federal Awarding Agency Contacts

For questions about the NADPRP, please contact the following USDA APHIS VS staff

Julie Wallin  
Phone: (970) 494-7258  
Email: [VS.NADPRP@usda.gov](mailto:VS.NADPRP@usda.gov)

Or Dr. Lee Myers  
Phone: (240) 234-0818  
Email: [VS.NADPRP@usda.gov](mailto:VS.NADPRP@usda.gov)

For Cooperative Agreement application and administrative questions, please contact

Penny Strang  
Phone: (970) 494-7386  
E-Mail: [VS.SP.Cooperative.Agreements@usda.gov](mailto:VS.SP.Cooperative.Agreements@usda.gov)

Or Valorie Martin  
Phone: (919) 855-7239  
Email: [VS.SP.Cooperative.Agreements@usda.gov](mailto:VS.SP.Cooperative.Agreements@usda.gov)

## H. Other Information

The USDA is not obligated to make any award as a result of this announcement nor to make any changes to future announcements. Only the APHIS Authorized Departmental Officer can bind the Government to expenditure of funds and this obligation of funds shall only occur in writing by authorized officials and under the approved USDA, APHIS Cooperative Agreement format.

### H.1 Definitions

Section 12101 of the 2018 Farm Bill amends the Animal Health Protection Act. This announcement uses definitions as described in [Section 8302 of the Animal Health Protection Act](#), including but not limited to the terms defined below.

Livestock	All farm-raised animals.
Pest	The term "pest" means any of the following that can directly or indirectly injure, cause damage to, or cause disease in livestock: (A) A protozoan. (B) A plant. (C) A bacteria. (D) A fungus. (E) A virus or viroid. (F) An infectious agent or other pathogen. (G) An arthropod. (H) A parasite. (I) A prion. (J) A vector. (K) Any organism similar to or allied with any of the organisms described in this paragraph.
State	Any of the States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, or any territory or possession of the United States.

### H.2 References

1. [Agriculture Improvement Act of 2018](#), AKA the 2018 Farm Bill. H.R. 2 — 115th Congress.
2. Animal Health Protection Act and other references to United States Code, <http://uscode.house.gov/>
3. Dun & Bradstreet (D&B) website at <https://iupdate.dnb.com/iUpdate/companylookup.htmData;>
4. [Universal Number System \(DUNS\)](#)

5. Grants.gov <https://www.grants.gov>
6. Grant application forms  
[https://www.aphis.usda.gov/aphis/resources/forms/sa\\_forms\\_by\\_category/ct\\_grant\\_application\\_forms](https://www.aphis.usda.gov/aphis/resources/forms/sa_forms_by_category/ct_grant_application_forms)
7. Intergovernmental Review of Federal Programs [Executive Order 12372](#)
8. System for Award Management (SAM) <https://www.sam.gov/SAM/>
9. U.S. Office of Management and Budget <https://www.whitehouse.gov/omb/management/office-federal-financial-management/>
10. U.S. Department of Agriculture (USDA) [APHIS Agreements Services Center](#)
11. U.S. Department of Agriculture (USDA) [APHIS Directive 2280.1, Suspension and Debarment, dated 6/20/14](#)
12. U.S. Department of Agriculture (USDA) APHIS [VS Emergency Preparedness and Response Training/Exercise Strategy and Plan 2019-2021](#)
13. U.S. Department of Agriculture (USDA) APHIS [VS Foreign Animal Disease Preparedness and Response Plan](#)
14. U.S. Department of Agriculture [USDA APHIS Strategic Plan FY 2019 - 2023](#)
15. U.S. Department of Agriculture eAuthentication [USDA eAuth](#)
16. U.S. Department of Agriculture (USDA) EzFed Grants (eFG) [ezFedGrants](#)
17. U.S. Department of Agriculture (USDA) EzFed Grants (eFG) [eFG External User Onboarding Quick Reference](#)
18. U.S. Department of Agriculture (USDA) [National Institute of Food and Agriculture Federal Assistance Programs](#)
19. U.S. Department of Homeland Security (DHS) [National Incident Management System \(NIMS\)](#)
20. U.S. Department of Homeland Security (DHS) [Homeland Security Homeland Security Exercise and Evaluation Program \(HSEEP\)](#)

## Appendix 1A Instructions for the Project Proposal Work Plan

Each project applicant must submit a project proposal work plan that identifies the details of each training and/or exercise event and the specific roles and responsibilities of the parties involved in the project as well as the resources to be contributed by each. An executive summary of no more than 500 words should be included that describes the overall project. The applicant must include specific and measurable outcomes or deliverables that will be produced when the work is completed.

If multiple applicants collaborate and submit one proposal to accomplish a single project and VS is to establish separate agreements with multiple contributors of the project, the proposal is considered a “group proposal”. See Section D.5 above for group proposal information.

The project proposal work plan should also describe the details using the following major topics (I, II, III, IV, and V). It is intended to serve as a reference for items which should be discussed in the development of the project. Additional topics can be added as needed to be inclusive.

### I. Objectives and Need for Assistance

- A. *Objectives*: List objectives (3-5) of the project with a detailed description of each, and how they support the NADPRP training and exercise objective.
- B. *Relevant Need or Problem Requiring a Solution*: Identify and describe relevant needs, problems or gaps that require training and exercises as the solution, and how the project will provide the solution necessary to close the gaps.
- C. *Contributors*: Organizations, recipients, consultants or other key individuals in addition to the applicant that will contribute to the project. The roles/responsibilities with a description of the involvement by the other parties, the interaction between parties and the cooperator, and their scope of work and detailed activities to be conducted by the parties to the agreement.
- D. *Supporting Documentation*: Articles, reports, testimonies from concerned interests other than the applicant, data that is based on planned studies, or other documents that support the need for the project and its specific actions. Attachments must be uploaded separately from the work plan.

### II. Approach

Overall approach/plan of action for the training and exercise events. Clearly outline in separate sections the specific training and exercise action, description of the action, and methods to describe how the work will be accomplished. The roles and responsibilities that are mutual, those of the applicant, and those of APHIS in terms of technical personnel required and work to be performed, and expected activities by each party, should also be discussed. The following subsections will assist in the preparation of a concise proposal that provides APHIS with the information required to determine the appropriateness of an agreement.

- A. *Plan of Action*: Actions delineated with a description of each and the methods describing how the training and exercise work will be accomplished, the roles/responsibilities of each party, and protocols, operating procedures, standards, etc. applicable to each action.
- B. *Need for APHIS Assistance*: Need for APHIS technical personnel to complete the proposed action. Each APHIS technical position should be listed with the respective number of hours to be spent on the project for each position.

- C. *Unusual Features*: Features that may be unusual or unique, such as training and exercise design or technological innovations, reductions in cost or time, or extraordinary social and community involvements, etc.
- D. *Resources Required*:
  1. **Number and Type of Personnel**. List the number and type of personnel paid by the project. Include the number of people and the number of hours for each position under each action.
  2. **Equipment Funded by the Project**. For each action, list the number and type of equipment needed and the uses for the equipment. See the Project Proposal Detailed Financial Plan section below for the Federal definition of equipment. Describe how the equipment will be disposed at the end of the project.
  3. **Supplies Funded by the Project**. For each action list the number and type of consumable supplies needed and the uses for the supplies. Describe how unused supplies totaling more than \$5,000 will be disposed at the end of the project.
  4. **Travel Needs**. Both local travel and extended travel is addressed. Local travel means there is no overnight stay, whereas extended travel includes overnight lodging. For both types of travel, list each action and describe the position of each traveler, the purpose of the travel, and the means (conveyance) of transport. For local travel, list the number of round trips and the total number of miles for all of the round trips for each traveler. For extended travel, list the total number of travel days.
  5. **In-Kind Contributions**. For each contributor, identify the type of resources provided, e.g. funds, personnel, equipment, supplies, travel, etc., and the quantity, type and purpose of each resource.

### III. Performance and Outcomes

- A. *Projected Performance and Outcomes*: The plan should describe a comprehensive description of the methodology / approach to be used and the products or services to be delivered, including the amounts and times. Proposals must clearly describe milestones and deliverables.

*Quantitative Projection of Performance and Outcomes*: Specific and measurable performance, achievements, outcomes and deliverables produced when the trainings and/or exercises are completed, e.g. number of training events delivered to number and types of personnel; measurement of improvement in efficiency or effectiveness of capabilities; after action reports and improvement plans for addressing lessons learned from exercises. List the delivery date for each outcome.

*Non-quantitative Performance and Outcomes*: When performance, achievements and outcomes cannot be quantified, e.g. awareness raised among consumers; and, enhanced collaboration among multiple agencies involved in incident coordination. List the accomplishment and the accomplishment completion date for each action.

- B. *Information Management*. Management of information or data that is developed and/or collected during the project.

An electronic copy of all training and exercise materials, e.g., training plans, training curricula, training packages and materials (power points, training booklets); exercise situation manuals and plans, exercise evaluation guides, exercise master scenario event lists, exercise facilitator guides; etc. shall be submitted by email to

[VS.NADPRP@USDA.GOV](mailto:VS.NADPRP@USDA.GOV) as soon as available and in advance of each event. Materials are subject to APHIS review and comment.

An electronic copy of relevant training and exercise materials developed or collected after each event shall be submitted by email to [VS.NADPRP@USDA.GOV](mailto:VS.NADPRP@USDA.GOV). Example of materials are summaries of training evaluations, training lessons learned and recommended improvements; exercise after action reports, improvement plans and corrective actions. All data must be provided to the VS Program Manager by the end of the project.

IV. Target Audience and Geographic Location

List the State(s) or region of the country where the actions will take place and where the most benefits are realized from the project outcomes.

V. Supplemental Information

- A. *Personnel Qualifications*: Present the qualifications of the lead technical experts and other key personnel for the project. List each by position; first and last name; employer name, city, state, and phone; title and major duties in the project; and other experience pertinent to their project duties.
- B. *Relationship to Other Projects*: Describe the relationship between this project and other work planned, anticipated, or underway under Federal assistance.

## Appendix 1B Project Proposal Work Plan Template

National Animal Disease Preparedness and Response Program (NADPRP)

**2019 Training and Exercise Project Proposal - Cooperative/Interagency Agreement Work Plan**

*The following is a suggested work plan format. Place requested information in the blocks. Write in a narrative format and paste or type the appropriate information into each block.*

### GENERAL INFORMATION

<i>Project Title:</i>	
<i>Name of Organization Submitting the Proposal:</i>	

*Applicant's Authorized Representative/Primary Point of Contact:*

<i>Name:</i>					
<i>Title:</i>					
<i>Mailing Address:</i>					
<i>City:</i>		<i>State:</i>		<i>Zip:</i>	
<i>Office Phone:</i>					
<i>Mobile Phone:</i>					
<i>Email Address:</i>					

*Is this a "Group Proposal"?*

- Yes, this application represents a group proposal from multiple contributors, with funds to be distributed to more than one recipient using more than one agreement. The name of the organization submitting this proposal is the lead for the project.
- No, this application is NOT to be considered a group proposal because all funds will be received by one recipient.

*Select the type of applicant entity from the list below. For a "Group Proposal", select the entity of the project lead submitting the proposal:*

- State department of agriculture
- Office of the chief animal health official of a State

- Entity eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971(f)(1)(C))). This includes entities eligible for the [National Institute of Food and Agriculture Federal Assistance Programs](#) such as Land Grant Universities
- College of veterinary medicine, including a veterinary emergency team at such college
- State or national livestock producer organization with direct and significant economic interest in livestock production
- State emergency agency
- State, national, allied, or regional veterinary organization or specialty board recognized by the American Veterinary Medical Association
- Indian Tribe
- Federal agency

*Proposed Period of Performance (enter start and end dates—not to exceed 24 months):*

**EXECUTIVE SUMMARY** *Describe project in 500 words or less (see funding opportunity for more information).*

## **INTRODUCTION**

This Work Plan reflects a cooperative relationship between the Recipient and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) under a Notice of Cooperative/Interagency Agreement. This Work Plan also outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting activities in support of the NADPRP and the related roles and responsibilities of the parties as negotiated.

### **Objectives and Need for Assistance**

#### 1. Objectives

*List or explain the specific results or benefits to be derived from this work and effort (e.g., improve responder biosecurity capabilities in XYZ state.) Note that these outcomes will be the major building blocks upon which the milestones in the next section are based. No more than 3-5 objectives are recommended.*

<i>Objective 1:</i>	
<i>Objective 2:</i>	
<i>Objective 3:</i>	
<i>Objective 4:</i>	
<i>Objective 5:</i>	

2. Relevant Need or Problem Requiring a Solution

*Describe the problem to be solved, including any relevant physical, economic, social, financial, institutional, or other problems; the potential solutions to the problem; and how the project will help arrive at the solution.*

--

*Describe how the identified need or problem aligns with the elements of the NADPRP (see Funding Opportunity Announcement).*

--

3. Contributors

*If there are any other organizations, recipients, consultants, or other key individuals, in addition to the parties to this agreement, list the contributor information below. These organizations would be third party contributors who could be in separate agreements. For group proposals only, indicate if a listed contributor requests a separate agreement. Add or delete rows as needed.*

<i>Contributor Name and Roles/ Responsibilities</i>	
<i>Contributor Name and Roles/ Responsibilities</i>	
<i>Contributor Name and Roles/ Responsibilities</i>	

<i>Contributor Name and Roles/ Responsibilities</i>	
---	--

4. Supporting Documentation

*Describe and reference any articles, reports, testimonies from concerned interests other than the applicant, data based on planning studies, or other documents that support the need for the project actions. If attachments are needed, upload them separately from this work plan.*

*Supporting Documentation Description/Explanation/References:*

--

**APPROACH**

This Section should discuss an overall approach/plan of action and clearly outline in separate sections the specific milestone, description of the milestone, methods to describe how the work will be accomplished, and any protocols, standards, and/or standard operating procedures that may apply to the milestone. The roles and responsibilities that are mutual, those of the applicant, and those of APHIS in terms of technical personnel required work to be performed, expected activities by each party, and resources to be contributed by each should also be discussed.

**Plan of Action**

1. Milestones

*List each objective and the milestones or major steps of achievement that successfully completes each objective listed in Section I. Milestones should be associated with approximate start and end dates. Add or delete rows as needed.*

<i>Objective 1:</i>			
	<i>Milestone</i>	<i>Brief Description</i>	<i>Start/End Dates</i>
1.1			
1.2			
1.3			
<i>Objective 2:</i>			
	<i>Milestone</i>	<i>Brief Description</i>	<i>Start/End Dates</i>
2.1			
2.2			

2.3			
<b>Objective 3:</b>			
	<i>Milestone</i>	<i>Brief Description</i>	<i>Start/End Dates</i>
3.1			
3.2			
3.3			
<b>Objective 4:</b>			
	<i>Milestone</i>	<i>Brief Description</i>	<i>Start/End Dates</i>
4.1			
4.2			
4.3			
<b>Objective 5:</b>			
	<i>Milestone</i>	<i>Brief Description</i>	<i>Start/End Dates</i>
5.1			
5.2			
5.3			

2. Methodology

*For each milestone, describe what methods will be used to accomplish or achieve the milestone, the roles/responsibilities of each party (who will do what), and any applicable protocols, action plans, rules or guidelines (what standards will be met). Add or delete rows as needed.*

<i>Milestone</i>	<i>Methodology</i>	<i>Roles and Responsibilities</i>	<i>Standards, if applicable</i>
1.1			
1.2			
1.3			
2.1			
2.2			
2.3			
3.1			

3.2				
3.3				
4.1				
4.2				
4.3				
5.1				
5.2				
5.3				

3. Risks

*Cite factors which might negatively impact the work and how any potential risks can be mitigated.*

--

**Need for APHIS Assistance**

*If the applicant needs assistance from APHIS VS technical personnel to accomplish any project milestones, describe the type of assistance needed. List the position title, activity type, and number of hours expected from APHIS VS technical staff whose assistance is requested to complete the project. For example, area veterinarian in charge (AVIC), participate in exercise, 8 hours. Add or delete rows as needed.*

<i>Title</i>	<i>Type of Activity / Assistance</i>	<i>Hours</i>

**Unusual Features**

*Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.*

--

**Resources Required**

1. Number and Type of Personnel Funded by Project

*List the numbers and types of personnel to be paid by the project for each milestone. Permanent personnel are not allowed, including salaries for full time equivalent personnel already on staff. Add or delete rows as needed.*

Milestone	Personnel Title	Purpose	Labor Hours
1.1			
1.2			
1.3			
2.1			
2.2			
2.3			
3.1			
3.2			
3.3			
4.1			
4.2			
4.3			
5.1			
5.2			

2. Equipment Funded by the Project

*List the quantity, type and purpose of equipment with a value greater than \$5,000 needed to accomplish each milestone. Recipient procurements shall be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable. Add or delete rows as needed.*

Milestone	Quantity	Equipment Description	Purpose
1.1			
1.2			
1.3			
2.1			
2.2			
2.3			
3.1			
3.2			
3.3			
4.1			
4.2			
4.3			
5.1			
5.2			
5.3			

*How will equipment be disposed at the end of the project?*

**3. Supplies Funded by the Project**

*List the quantity, type and purpose of consumable supplies needed to accomplish each milestone. Recipient procurements shall be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable. Add or delete rows as needed.*

Milestone	Quantity	Supplies Description	Purpose
1.1			
1.2			

1.3				
2.1				
2.2				
2.3				
3.1				
3.2				
3.3				
4.1				
4.2				
4.3				
5.1				
5.2				
5.3				

*For unused supplies totaling more than \$5000 at the end of the project, how will they be disposed?*

--

4. Travel Needs:

a. Local Travel Funded by Project (*no overnight stay*):

*List each traveler name and title, the purpose and means of travel, the number of trips, and the round-trip miles for each trip. If the traveler name is not yet known, list as Participant 1, Trainer 1, or similar. Add or delete rows as needed.*

<i>Traveler Name</i>	<i>Title</i>	<i>Purpose of Travel</i>	<i>Means (click cell for drop-down menu)</i>	<i>Number of Trips</i>	<i>Number of Round-Trip Miles per Trip</i>
			Choose an item.		
			Choose an item.		

			Choose an item.		
			Choose an item.		
			Choose an item.		

b. Extended Travel Funded by Project (with overnight stay):

*List each traveler name and title, the purpose and means of travel, and the number of days per trip. Add or delete rows as needed.*

<i>Traveler Name</i>	<i>Title</i>	<i>Purpose of Travel</i>	<i>Means (click cell for drop-down menu)</i>	<i>Number of Days per Trip</i>
			Choose an item.	
			Choose an item.	
			Choose an item.	
			Choose an item.	
			Choose an item.	

5. Contracts and Sub-Agreements

*List any contracts or sub-agreements to be awarded using project funds, including type of Contractor (e.g., training specialist, exercise coordinator), name, and purpose of contract or the sub-agreement. Add or delete rows as needed.*

<i>Type and Name of Contractor/Name of Contributor</i>	<i>Purpose of Contract or Sub-Agreement</i>

6. In-Kind Contributions to Project

*List in-kind contributions of all contributors, such as funding, personnel, equipment, supplies and/or travel. Add or delete rows as needed.*

<i>Contributor Name</i>	<i>Resource Type (click cell for drop down list)</i>	<i>Quantity</i>	<i>Purpose</i>
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

**PERFORMANCE AND OUTCOMES**

**Quantitative Projection of Performance and Outcomes:**

*List the specific and measurable quantitative outcomes and deliverables for each milestone, including delivery date. Examples of quantitative deliverables are documents, items or services that can be counted and are provided in accordance with the work plan. Add or delete rows as needed.*

<i>Milestone</i>	<i>Specific and Measurable Outcome/Deliverable</i>	<i>Delivery Date</i>
1.1		
1.2		
1.3		
2.1		
2.2		
2.3		
3.1		
3.2		
3.3		
4.1		
4.2		
4.3		
5.1		
5.2		
5.3		

**Non-Quantitative Performance and Outcomes**

*When performance and outcomes cannot be quantified, list the accomplishments and expected completion dates. Examples could include observable progress on developing training or public messages that reach an unknown audience. Add or delete rows as needed.*

<i>Milestone</i>	<i>Accomplishment</i>	<i>Completion Date</i>
1.1		
1.2		
1.3		
2.1		
2.2		
2.3		
3.1		
3.2		
3.3		
4.1		
4.2		
4.3		
5.1		
5.2		
5.3		

**Project Evaluation**

*Explain criteria to be used by the Recipient to evaluate results and determine the successes of the project (e.g., Exercise Evaluation Guides).*

*Describe method(s) the Recipient will use to determine if expected results and benefits are received (e.g., After Action Report, Improvement Plan).*

*Discuss how the project increases capabilities, capacity and readiness, including the level of improvement in capability (e.g. describe how trainees can perform tasks with more proficiency after training as compared to before the training).*

--

**TARGET AUDIENCE AND GEOGRAPHIC LOCATION**

*Attach a description of the audience, maps or other graphic aids if desired.*

*State(s) where project will be conducted:*

--

*Geographic area [State(s)] where results will be used or benefits received:*

--

*Specific audience or population to benefit from project outcomes (e.g., livestock or poultry producers, practicing veterinarians, state emergency management personnel, etc.):*

--

**SUPPLEMENTAL INFORMATION**

**Personnel Qualifications**

*Present qualifications of the lead technical expert(s) and other key personnel for the project. Add or delete rows as needed.*

Technical Expert or Other Key Personnel

<i>Name:</i>	
<i>Title:</i>	
<i>Organization:</i>	

<i>City:</i>		<i>State:</i>		<i>Phone:</i>	
<i>Major Duties:</i>					
<i>Other Experience:</i>					

**Technical Expert or Other Key Personnel**

<i>Name:</i>					
<i>Title:</i>					
<i>Organization:</i>					
<i>City:</i>		<i>State:</i>		<i>Phone:</i>	
<i>Major Duties:</i>					
<i>Other Experience:</i>					

**Technical Expert or Other Key Personnel**

<i>Name:</i>					
<i>Title:</i>					
<i>Organization:</i>					
<i>City:</i>		<i>State:</i>		<i>Phone:</i>	
<i>Major Duties:</i>					
<i>Other Experience:</i>					

**Relationship to Other Projects**

*Describe the relationship between this project and other work planned, anticipated, or underway under Federal grants or awards.*

--

## Appendix 2 Instructions for the Project Proposal Detailed Financial Plan

Each applicant must submit a project proposal detailed financial plan that will match and further delineate the SF-424-A, Section B Budget Categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs and Recipient Cost Share, and Totals. The financial plan should provide sufficient information to determine the costs for each of the project activities.

When identifying the resources needed, the Recipient must be in compliance with Federal and State policy and should include the following details. For examples on how to reflect these items refer to the Project Proposal Detailed Financial Plan Example further below.

1. *Personnel*: Identify the number of employees per position title along with the number of hours to be worked, rate of pay per hour (OR percentage of effort) and salary rate and total for each.
2. *Fringe Benefits*: List the benefits rate. Benefits may include health and life insurance, unemployment insurance, workers' compensation, retirement, including social security, leave and pensions, etc.
3. *Travel*: Funds may be requested for travel as identified in Section A. Recipients should follow their written travel policies when calculating travel costs. If the Recipient does not have a travel policy, Federal per diem rates should be used in the calculation of travel costs. Federal per diem rates can be found on GSA. Reference 2 CFR Part 200.474.  
*Local travel*: Local travel means there is no overnight stay. Identify any local travel as outlined in your proposed actions. Indicate by position type who will be traveling, total projected mileage, and rate per mile. Indicate the number of round trips and total number of miles for all of the round trips for each traveler, as appropriate.  
*Extended travel*: Extended travel includes overnight lodging. Identify the number of travelers, training/exercise title and destination. Provide the cost of transportation, lodging, subsistence and related items, number of days, and per diem rate per day, and the total. Registration fees should be included in the "Other" category.
4. *Equipment*: The federal definition of equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per unit value of \$5,000 or more; unless the Recipient definition of equipment is more restrictive. Provide a description of the equipment to be purchased or leased, including unit cost, and total purchase or leasing costs.
5. *Supplies*: Provide a general description of the supplies required to perform the proposed activities. When cumulative supplies cost exceeds \$5,000 provide an itemized breakdown of the types of supplies and total estimated cost per type.
6. *Contractual*: Provide a description of the contract and the total cost. Ensure the purpose of the contract, i.e., what goods or services are being purchased for what activity and where is outlined in the proposed activities.
7. *Other*: Identify any direct costs which were not itemized elsewhere, such as: conference registration fees, communications, printing, publication charges, computer time or usage, etc.
8. *Indirect Costs and Recipient Cost Share*: Include these costs as necessary.

Example of Project Proposal Detailed Financial Plan

Financial Plan must match the SF-424-A, Section B Budget Categories

Cost Category	Item Description	Total Budget
<b>Personnel</b>	1 Temp Clerk @ \$13.00/hr.; 20 hr./wk. for 52 weeks; 1040 hours	\$13,520.00
	1 Temp Training Project Coordinator @ \$20.00 hour; 40 hr./wk. for 52 weeks; 2080 hours	\$41,600.00
		<b>\$55,120.00</b>
<b>Fringe Benefits</b>	30% for Temp Clerk	\$3,975.00
	41% for Project Coordinator	\$17,056.00
		\$0.00
		<b>\$21,031.00</b>
<b>Travel</b>	24 Animal Agriculture Sector Responders Participate in Emergency Management Exercise in Raleigh, NC (Flights \$400.00 each), 5 nights lodging (\$117.00 each per night), 6 days M&IE (\$56.00 each per day)	\$31,704.00
	1 Training Course for Project Coordinator in Riverdale, MD. (Flight \$500.00), 2 nights lodging (\$251.00 per night), 3 days M&IE (\$76.00 per day), Taxi to/from Airport (\$100.00).	\$1,330.00
		<b>\$33,034.00</b>
<b>Equipment</b>		\$0.00
		\$0.00
		<b>\$0.00</b>
<b>Supplies</b>	Office supplies: #10 Envelopes (6@\$38=\$228) + #9 Envelopes (6@\$38=\$228) + File Folders (16@\$22.00=352)	\$808.00
	Outreach Pamphlets	\$500.00
		<b>\$1,308.00</b>
<b>Contractual</b>	Subcontract with XYZ Contractor for Disposal (carcass and waste management)	\$11,000.00
	Diagnostic sample collection, submission, & reporting; 500 samples @ \$10.00 ea.	\$5,000.00
		<b>\$16,000.00</b>
<b>Other</b>	Training Registration Fee for Project Coordinator	\$500.00
	Space Rental Fee for Training Exercise	\$1,000.00
		<b>\$1,500.00</b>
<b>Totals</b>	<b>Total Direct Costs</b>	<b>\$127,993.00</b>
	<b>All Other Indirect Costs( 10% of Total Direct Costs)</b>	<b>\$12,799.30</b>
	<b>Total Project Costs</b>	<b>\$140,792.30</b>
	<b>Less Cooperator Share:</b>	<b>\$20,000.00</b>
	<b>APHIS Cost Share</b>	<b>\$120,792.30</b>