## **Tribal Nations:**

## **National Animal Disease Preparedness and Response Program (NADPRP) 2022**

## **Proposal Work Plan Template and Instructions**

The information requested in this template is required for all NADPRP proposal Work Plans. Applicants are encouraged but not required to use this template.

Instructions: Write in narrative format and include the appropriate information in each box. Eligible entities may submit more than one project proposal. Applicants who submit more than one proposal must submit each proposal as a separate application package with a separate Work Plan. This Work Plan is used by reviewers to make funding recommendations. A description of the criteria that will be used to evaluate your proposal is available in the Funding Opportunity Announcement on the [USDA APHIS NADPRP website](https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-disease-information/farm-bill/nadprp/ad-preparedness-response-program).

### **GENERAL INFORMATION**

**Project Title**

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**Name of Organization Submitting the Proposal**

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**Total Funding Amount Requested**

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| $ A*mount listed here should match the Financial Plan, SF-424, and SF-424A. Use whole dollar amounts.* |

**NADPRP 2022 Priority Area**

Select **one** of these 2022 NADPRP priorities that your proposal most strongly supports:

* **Topic 1**: Deliver **Outreach & Education** on Animal Disease Prevention, Preparedness, and Response
* **Topic 2**: Increase Livestock and Poultry **Biosecurity**
* **Topic 3**: Support **Training & Exercises** for Tribal Nations Animal Agriculture Sector Responders
* **Topic 4**: Develop, Enhance, and Exercise Tribal Animal Disease **Emergency Response Plans**
* **Topic 5**: Enhance **Animal Disease Traceability** for a Disease Outbreak

**Period of Performance**Enter proposed project start and end dates (maximum of 24 months).

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| *A project start date between March 1 and May 1, 2023, is recommended, but flexibility may be allowed.* |

**Submitting Organization’s Project Contact**

The Program Contact serves as the project lead and assumes overall responsibility for performance reporting and project communication.

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| **Name** |  |
| **Email Address**  |  |

**Submitting Organization’s Administrative Contact**

Primary point of contact for administration of the cooperative agreement.

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| **Name** |  |
| **Email Address**  |  |

### **AWARD DESCRIPTION**

A concise project description of no more than 350 words is required. It should be written in a narrative format and include:

1. *Award purpose*:  What is the purpose of the cooperative agreement? For example, “The purpose of this agreement is to develop a new comprehensive training manual that will improve veterinarians’ abilities to correctly identify foreign animal diseases.”
2. *Activities to be performed*: What activities will the recipient carry out to achieve the objectives of the cooperative agreement?
3. *Deliverables and expected outcomes*:  Include deliverables and outcomes in the Award Description. Deliverables are specific products to be produced from the cooperative agreement such as reports, educational materials, websites, standard operating procedures, publications, documents to support decision-making, etc. For example, “The project will deliver outreach materials including brochures, websites, and social media posts aimed at improving biosecurity practices among small-to-medium size swine producers.”  Expected Outcomes describe the project’s anticipated impact on a specified target audience. For example, “The project will improve the knowledge and skills of Texas animal agriculture responders and producers to humanely and safely carry out large-scale cattle carcass disposal activities in an FAD outbreak event.”
4. *Intended beneficiary*: Who will benefit from this beyond the recipient?  This could be a community or other group of stakeholders.
5. *Subrecipient activities, if known or specified at the time of award*: If the award will result in subawards, then who are the sub-awardees and how does the subaward support the prime award?

The reviewers use this short description during the proposal selection process. If the project is funded, this will be the Official Award Description for the cooperative agreement and will be published on websites listing federal awards and used for media purposes including press releases and program reports.
*Limit the project description to* ***350 words.***

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### **PROJECT OBJECTIVES, BACKGROUND, AND EXPECTED VALUE**

**Objectives**List each objective the project will accomplish, including the expected results or benefits to be derived from this work and effort. The objectives described in this section form the building blocks for all subsequent sections of the Work Plan. Objectives should be **s**pecific and lead to measurable results. Enter the total cost for each objective; this should match the Financial Plan. Limit each objective to 1-3 sentences.

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| *Objective 1* |  |
| *Objective 2* |  |
| *Objective 3* |  |
| *Objective 4* |  |
| *Objective 5* |  |

**Background and Significance**

Provide a justification for why the proposed work of this project needs to be done. How will this project improve animal disease prevention, preparedness, and response among Tribal communities?

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**Expected Impact and Value**

Describe the anticipated impact and value that this project will provide to Tribal Nations in the priority area described in the Funding Opportunity Announcement.

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### **APPROACH**

**Activities**

For each objective listed in Section III, provide a detailed description of the proposed activities that will be conducted to achieve the objective. Provide estimated start and end dates of each activity. Add rows as needed.

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| **Objectives** | **Activities / Methods**  | **Start Date** | **End Date** |
| **Objective 1** |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| **Objective 2** |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| **Objective 3** |  |  |  |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| **Objective 4** |  |  |  |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| **Objective 5** |  |  |  |
| 5.1 |  |  |  |
| 5.2 |  |  |  |

 **Deliverables and Outcomes**

Describe the specific deliverables that will be produced and the expected outcomes that will demonstrate successful completion of the project. This may have already been described in the [Section II](#_AWARD_DESCRIPTION) award description. Add rows as needed.

**Additional Contributors**

List people, in addition to the Program Contact listed in [Section I](#_GENERAL_INFORMATION), who will be working on the project. This may include people from other organizations, consultants, technical experts, or third-party contributors covered by a separate agreement with the Recipient of this project. Add rows as needed.

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| **Name, Title, Organization** | **Contribution to the Project** |
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**Project Evaluation**

Describe the methods and criteria the Recipient will use to evaluate the project’s results, deliverables, and outcomes. How will the Recipient determine success for the overall project?

**How Project Deliverables and Outcomes Will Be Shared**

Describe how the Recipient will share the results, knowledge, deliverables, and outcomes from this project with other Tribes or stakeholders. This may include presentations, publications, websites, and other types of communications.

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**Other Information**

Use this space to describe other information about the project that may be helpful to proposal reviewers.

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### **BUDGET JUSTIFICATION / RESOURCES REQUIRED**

All costs must be reasonable and necessary to complete the project. Information provided in this section must clearly align with and support the information provided in the project’s financial plan. **Justification for each budget category is required.** Reference the [*Guidelines for Use of Funds*](https://www.aphis.usda.gov/animal_health/farmbill/nadprp-guidelines-funds-2022.pdf) for additional information.

**Personnel Funded by the Project**

Describe all personnel costs that will be paid by the project, include the number of people and work hours for each position. Describe the type of personnel needed and what they will do (purpose or role). If the personnel name is not yet known, list as Technician 1, Trainer 2, or similar. Examples of personnel may include project manager, administrative staff to support the project, or other specialists. Add rows as needed.

**Fringe Benefits**

Provide the fringe benefit rate and a description of what the rate includes for each of the personnel listed above. Fringe benefits may include administrative cost like health/life insurance, leave, unemployment insurance, workers’ compensation, retirement, social security, pensions, etc. Add rows as needed.

**Travel**

Describe travel needed to accomplish this project, include details for each traveler. Identify the objective(s) where the travel is needed. If a traveler name is not yet known, list as Person 1, Trainer 2, or similar. For local travel (no overnight stay), indicate “0” for number of nights of lodging. For means of travel, describe transportation type (air, GOV for government owned vehicle, etc.). **Travel rates can’t exceed the Federal GSA Per Diem Rates for lodging and M&IE**. To check Federal GSA rates, visit: [Per Diem Rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates). Add rows as needed.

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|  | **Traveler Name or Position Name** | **Trip Purpose, Justification, and Objectives Where Travel is Needed** | **Starting Location & Destination**  | **Means of Travel**  | **# nights lodging**  | **Total mileage (if local travel)\_** |
| **Trip #1** |  |  |  |  |  |  |
| **Trip #2** |  |  |  |  |  |  |
| **Trip #3** |  |  |  |  |  |  |

**Equipment**

Describe the type, purpose, and quantity of equipment having a per unit value greater than $5,000 needed to accomplish the project. Identify the objective(s) where the equipment will be used. Procurements must be in accordance with [2 CFR Part 200.317](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.317) or [2 CFR Part 200.318](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.318), as applicable.

For proposals submitted to support Priority Topic 5 (Enhance Animal Disease Traceability in a Disease Outbreak) that include electronic animal identification tag reading equipment in the budget, please include purpose, justification, and how the equipment will be used below. Add rows as needed.

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| **Type of Equipment to be Purchased**  | **Purpose, Justification, Objectives, How Equipment Will Be Used** | **Quantity** |
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Describe how the equipment listed above will be disposed of or utilized after the project ends.

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**Supplies**

For each objective, describe the type, purpose, and quantity of consumable supplies needed to accomplish the project. Procurements must be in accordance with [2 CFR Part 200.317](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.317) or [2 CFR Part 200.318](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.318), as applicable. Add rows as needed.

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| **Type of Supplies to be Purchased**  | **Purpose, Justification, Objectives, How Supplies Will Be Used** | **Quantity**  |
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Describe how unused supplies, totaling more than $5,000, will be disposed of or utilized after the project ends.

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**Contracts/ Subawards**

Describe contracts and/or subawards to be awarded by the Recipient to accomplish the project. Include specific details about what the contract(s) or subaward(s) will contribute to the project. Include the objective(s) where the contract or subaward is needed. Describe whether the subaward/ contract will be competitive or sole source. If sole source, provide a justification. Add rows as needed.

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| **Name of Contractor/ Subaward Recipient** | **Purpose, Justification, Objective(s), How will the Contract or Subaward Contribute to the project?** |
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**Other Costs**Describe and provide justification for all other costs listed in the Financial Plan. Include the objective(s) where the cost in incurred. Add rows as needed.

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| **Type of Other Cost** | **Purpose, Justification, Objective(s), Where will the Costs Apply?**  |
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**Cost Sharing/ Recipient Contributions**

Cost sharing, matching, or cost participation is not required; however, Recipient contributions of value should be captured and reported if incurred. Describe any non-Federal allowable costs that the Recipient will contribute towards the project as part of a cost share and include the applicable objective. If an applicant includes contributions as part of a cost share in their budget proposal and it is accepted by APHIS, the commitment of funds becomes legally binding, must be reported on the SF-425, and is subject to audit. Add rows as needed.

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| **Objective #** | **Type of Contribution** | **Purpose, Justification for the Contribution** |
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**Third-Party In-Kind Contributions to the Project**

Describe third-party in-kind contributions that the third-party contributor will provide to each objective. These types of non-cash contributions are those that have value such as property or services that will benefit the project and are contributed by non-Federal third parties without charge. These do not need to be reflected on Financial Plan. Add rows as needed.

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| **Objective #** | **Contributor Name** | **Type of Contribution** | **Contribution Description** | **Quantity** |
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