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

## **Proposal Work Plan Template Instructions**

The information requested in this template is required in 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. Work Plans are **limited to 25 pages** total when completed. 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 finding 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/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: Develop, Enhance, and Exercise State and Tribal Animal Disease Outbreak Emergency Response Plans
    - Topic 2: Support Livestock and Poultry Biosecurity
    - Topic 3: Enhance Depopulation, Carcass Disposal, and Decontamination Capabilities
    - Topic 4: Support Animal Movement Decisions in a Disease Outbreak
    - Topic 5: Enhance Animal Disease Traceability in a Disease Outbreak
    - Topic 6: Support Outreach & Education on Animal Disease Prevention, Preparedness, and Response Topics
    - Topic 7: Develop and Deliver Training & Exercises for Animal Agriculture Sector Responders

*Commodity-Specific Topics:*

* + - * + Topic 8A: Advance the development of sheep and goat vaccines
        + Topic 8B: Prevent and prepare for foreign and emerging aquatic animal diseases

**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.* |

**Geographic Location**List the state(s) or region(s) of the country where the project activities will take place.

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**Species or Livestock Sector(s) Targeted in this Proposal**

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**Target Audience**Describe the specific audience/ population that will directly benefit from and/or use the project’s services or outcomes.

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**Submitting Organization’s Program Contact**

The Program Contact serves as the project principal investigator 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(ies): 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 short description is used by reviewers 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 this 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* |  |

**Relevant Critical Need or Problem Requiring Solution**Describe the critical need that this project will address or what problem it will solve. Include how the need or problem aligns with the priority area described in the Funding Opportunity Announcement.

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**Background and Significance**

Provide a justification for why the proposed work needs to be done. Reference any documents that describe the need such as after-action reports from recent events or exercises, or testimonies from concerned interests other than the applicant that supports the need for the project.

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**Expected Impact and Value**

Describe the anticipated impact and value that this project will provide to the target audience and other stakeholders in the priority area described in the Funding Opportunity Announcement.

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**Relationship to Other Projects**

Describe the relationship between this project and other work planned, anticipated, or underway under Federal grants or awards or funded through State or other resources. Include relationships, if any, to other projects supported by APHIS VS’ NADPRP program or other VS programs or agreements. If applicable, describe how this project builds on, expands, or compliments work completed in other successful projects.

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### **APPROACH**

**Deliverables and Outcomes**

For each objective listed in Section III, describe the specific deliverables that will be produced and the expected outcomes that will demonstrate successful completion of the objective. Add rows as needed.

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| --- | --- |
| **Objectives** | **Deliverables and Outcomes** |
| **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 |  |

**Activities / Methods**

For each objective listed in Section III, provide a detailed description of the proposed activities and methods that will be conducted to achieve the objective and produce the deliverables and outcomes described above. Include any applicable protocols, standards that will be met, or other supporting information. Provide estimated start and end dates of each activity / method. 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 |  |  |  |

**Additional Contributors**

List additional organizations, cooperators, consultants, or other technical experts, in addition to the Program Contact listed in Section I, who will be working on the project. This may include third-party contributors who could be in separate agreements with the parties to the agreement covered by this project. Add rows as needed.

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| --- | --- |
| **Name, Title, Organization** | **Contribution to the Project** |
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**Consultation**

List entities who may be consulted to facilitate the successful achievement of the objectives, deliverables, and /or outcomes. This could include producers, industry organizations, State or Federal entities, and others.

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**Need for APHIS Personnel / Assistance**

Describe support needed from APHIS Veterinary Services personnel, or other APHIS assistance, to accomplish the project objectives, such as help from VS subject matter experts. Example: *The APHIS VS’ Area Veterinarian in Charge for State XX will be needed to participate in the exercise described in Objective 2*. Note that cooperators may not use resources from the USDA APHIS National Veterinary Stockpile to complete a NADPRP-funded 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, including how the Recipient will determine the success for each objective and for the overall project.

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| **Objectives** | **Quantitative (Measurable) and Qualitative Methods and Criteria that will be Used  to Evaluate Successful Completion of Each Objective and the Overall Project** |
| **Objective 1** |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **Objective 4** |  |
| **Objective 5** |  |
| **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 stakeholders. This may include presentations, publications, websites, and other types of communications.

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**Potential Problems and Anticipated Solutions**

Describe any factors that may negatively impact the project (potential problems) and how these factors might be mitigated to reduce risk (anticipated solutions).

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**Best Practices, Innovations, or Unusual Features**

Describe any of these that apply: (1) how the proposed approach aligns with best practices, standards, or guidelines that will assure high quality results, (2) how the proposed approach is novel or innovative, and/or (3) any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.

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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 and budget requests should reflect a good use of existing resources. Information provided in this section must clearly align with and support the information provided in the project’s financial plan. **Specific and detailed 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.pdf) for additional information. All information in this section should align with the project’s Financial Plan.

**Personnel Funded by the Project**

Describe all personnel who will be paid by the project for each objective, including the number of people and number of hours for each position. Include a short description of the title or 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. Add rows as needed.

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| --- | --- |
| **Personnel** | **Role and Justification for Each Position / Person** |
| Objective 1 | |
|  |  |
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| Objective 2 | |
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| Objective 3 | |
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| Objective 4 | |
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| Objective 5 | |
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**Fringe Benefits**

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

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| --- | --- | --- |
| **Personnel** | **Rate** | **Fringe Benefit Description** |
| Objective 1 | | |
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| Objective 2 | | |
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| Objective 3 | | |
|  |  |  |
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| Objective 4 | | |
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| Objective 5 | | |
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**Travel**

Describe both local and extended travel needed to accomplish each objective, including 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. Recipient 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.

If this proposal is submitted to support NADPRP 2022 Priority Topic 1 (Develop, Enhance, and Exercise State and Tribal Animal Disease Outbreak Emergency Response Plans) and animal depopulation, carcass disposal, and/or decontamination equipment is included in the budget, please also complete [Appendix A](#_APPENDIX_A).

If this proposal is submitted to support NADPRP 2022 Priority Topic 5 (Enhance Animal Disease Traceability in a Disease Outbreak) and electronic animal identification tag reading equipment is included in the budget, please also complete [Appendix B](#_APPENDIX_B).

Add rows as needed.

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| --- | --- | --- |
| **Type of Equipment to be Purchased** | **Purpose, Justification, and Objectives Where Equipment Will Be Used** | **Quantity** |
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Describe how the listed above equipment will be disposed of or utilized after the period of performance.

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**Supplies**

For each objective, describe the type, purpose, and quantity of consumable supplies needed to accomplish the project. Recipient procurements must be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable. Describe how any unused supplies totaling more than $5,000 will be disposed at the end of the project. Add rows as needed.

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| --- | --- | --- |
| **Type of Supplies to be Purchased** | **Purpose, Justification, and Objectives Where 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 period of performance.

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**Contracts/ Subawards**

Describe contracts and/or subawards to be awarded by the Recipient to accomplish the project, including specific details about what the contract(s) or subaward(s) will provide to the project. Include the objective(s) where each 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, and Objective(s) Where the Contract or Subaward Will Contribute** |
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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, and Objective(s) Where Other 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 milestone /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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|  |  |  |  |  |

1. **SUPPLEMENTAL INFORMATION**

**Qualifications and Relevant Experience of the Principal Investigator and Lead Technical Experts.**

Describe the relevant experience and qualifications of the principal investigator and lead technical experts indicating their ability to successfully complete the project. Applicants may upload this information separately from the Work Plan as attachments in the ezFedGrants system. Add additional rows as needed.

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| --- | --- |
| **Name and Title** |  |
| **Organization** |  |
| **Role in this Project** |  |
| **Qualifications and Relevant Experience** |  |

*Note that Work Plans are* ***limited to 25 pages*** *total when completed.*

### **APPENDIX A – For Proposals that Include Depopulation, Carcass Disposal, and/or Decontamination Equipment**

As described in the full Funding Opportunity Announcement Section A.2 under 2022 NADPRP Priority Topic #1 (Develop, Enhance, and Exercise State and Tribal Animal Disease Outbreak Emergency Response Plans), proposals that include depopulation, carcass disposal, and/or decontamination equipment must address these issues:

* + - Who will use the equipment?
    - Describe the plan for training and exercising personnel to assure that they can use the equipment. How often will personnel be trained?
    - How will the equipment be stored and maintained, and how will maintenance records be kept, to assure the equipment will remain ready for response?
    - Provide scenarios that demonstrate the criteria for using or not using this equipment.
    - Describe any equipment sharing agreements that are planned for neighboring State or Tribes.

Provide a narrative to addresses these issues. If Appendix A causes the Work Plan to exceed the 25-page limit, then upload the appendix separately from the Work Plan as an attachment in the ezFedGrants System. The attachment should be in PDF format and include “Work Plan Appendix A” in the file name.

### **APPENDIX B– For Traceability Proposals that Include Electronic Animal Identification (EID) Tag Reading Equipment**

As described in the full Funding Opportunity Announcement Section A.2 under 2022 NADPRP Priority Topic #5 (Enhance Animal Disease Traceability in a Disease Outbreak), proposals that include EID tag reading equipment must address these issues:

* + - How will the project enhance the livestock market’s ability to capture, store, access, and share data with State and Federal regulatory authorities in an animal disease outbreak?
    - Will the project develop procedures and guidelines for livestock market staff to correctly collect, handle, store, and use traceability information, or do these procedures and guidelines already exist?
    - Describe the plan for training and exercising livestock market staff to assure that they can use the equipment and can access and share traceability data with regulatory officials in an animal disease outbreak.

Provide a narrative that addresses these issues. If Appendix B causes the Work Plan to exceed the 25-page limit, then upload the appendix separately from the Work Plan as an attachment in the ezFedGrants System. The attachment should be in PDF format and include “Work Plan Appendix B” in the file name.