



Farm Bill Section 12101

**NATIONAL ANIMAL HEALTH
LABORATORY NETWORK**

**2019 Funding Opportunity:
NAHLN Enhancement
Cooperative Agreements**

August 26, 2019

Funding Opportunity: National Animal Health Laboratory Network Enhancement 2019 Cooperative Agreements

The United States Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) Veterinary Services (VS) is announcing the availability of cooperative agreement funding to carry out the [National Animal Health Laboratory Network](#) (NAHLN) Enhancements 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 NAHLN and the National Animal Disease Preparedness and Response Program (NADPRP). The NADPRP funding announcement will be made separately. The 2019 NAHLN projects will provide enhancements to the established NAHLN program.

Synopsis

Funding Type: Cooperative Agreement

Funding Opportunity Title: National Animal Health Laboratory Network Enhancement 2019 Cooperative Agreements

Proposal Due Date: October 25, 2019

Funding Opportunity Description: This funding opportunity is provided to carry out Enhancements to the National Animal Health Laboratory Network (NAHLN) as described in Section 12101 of [Agriculture Improvement Act of 2018](#) (aka "2018 Farm Bill"). Congress authorized USDA to coordinate the development, implementation, and enhancement of national veterinary diagnostic laboratory capabilities, with special emphasis on surveillance planning and vulnerability analysis, technology development and validation, training, and outreach. To support the NAHLN, the Secretary is authorized to enter into cooperative agreements or other legal instruments, as authorized under Section 10413 (7 U.S.C. 8312, referred to hereafter as 'agreements') with eligible laboratories. Eligible laboratories are those approved and part of the NAHLN.

Veterinary Services is soliciting proposals for projects to enhance animal agriculture emergency preparedness and response capabilities specifically by addressing needs of the NAHLN in the following areas: diagnostic technologies and procedures, testing capacity, and electronic reporting and data transmission. Veterinary Services intends to announce future cooperative agreement funding opportunities for additional NAHLN program activities in FY 2020.

VS will make available up to \$10,000,000 in funds to be divided between the NAHLN and the NADPRP. NAHLN funding will support multiple projects that will enhance the ability of NAHLN laboratories to respond to an adverse animal health event. **The overall objective is to increase capabilities, capacity, and readiness of the NAHLN to respond to animal pests and diseases affecting the economic interests of the livestock and related industries of the United States.**

Eligible Entities: National Animal Health Network (NAHLN) approved laboratories

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 (a), National Animal Health Laboratory Network.

Full Announcement

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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 Health Laboratory Network Enhancement 2019 Cooperative Agreements

Announcement Type: Initial Announcement

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

Key Dates: Proposals must be received by 11:59 PM Pacific Daylight Saving 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 Enhancements to the National Animal Health Laboratory Network (NAHLN) as described in Section 12101 of [Agriculture Improvement Act of 2018](#) (aka "2018 Farm Bill"). Congress authorized USDA to coordinate the development, implementation, and enhancement of national veterinary diagnostic laboratory capabilities, with special emphasis on surveillance planning and vulnerability analysis, technology development and validation, training, and outreach. To support the NAHLN, the Secretary is authorized to enter into cooperative agreements or other legal instruments, as authorized under Section 10413 (7 U.S.C. 8312, referred to hereafter as 'agreements') with eligible laboratories. Eligible laboratories are those approved and part of the NAHLN.

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VS will make available up to \$10,000,000 in funds to be divided between the NAHLN and the NADPRP. NAHLN funding will support multiple projects that will enhance the ability of NAHLN laboratories to respond to an adverse animal health event. **The overall objective is to increase capabilities, capacity, and readiness of the NAHLN to respond to animal pests and diseases affecting the economic interests of the livestock and related industries of the United States.**

A.2 Priorities

Priorities for the 2019 funding opportunity are specific to activities identified for enhancement of the NAHLN. Following are the priority activities for the 2019 funding opportunity:

1. **Test procedures, reference materials and equipment.** Evaluate, validate and implement new sample types, equipment and technologies for the purpose of improving detection of foreign animal and emerging diseases.
 - Objective 1: Develop a tool, algorithm or assay to screen for NAHLN scope diseases or emerging diseases.
 - Objective 2: Develop a tool or assay to screen aggregate sample types (bulk tank milk, oral fluids, etc.) for NAHLN scope diseases or emerging diseases.
2. **Laboratory biosafety and biosecurity levels.** Enhancing biosecurity and biosafety procedures and capacity in NAHLN laboratories.
 - Objective 1: Build testing capacity in an existing BSL3 facility for the purpose of improving detection of NAHLN scope diseases or emerging diseases.
 - Objective 2: Develop processes for rapidly inactivating live pathogens in the field that would be compatible with high throughput testing methods upon arrival to the lab.
3. **Interconnected electronic reporting and transmission of data.** Expanding and standardizing the ability of all NAHLN laboratories to provide test results in a real-time manner through electronic messaging and developing methods for electronic integration of test results with other sources of animal health records
 - Objective 1: Facilitate the upgrades needed by NAHLN laboratories using similar information management systems (LIMS) to meet the NAHLN requirements for electronic messaging.
 - Objective 2: Facilitate the upgrades needed by NAHLN laboratories using similar LIMS to capture and electronically message all required data elements (list available upon request).
 - Objective 3: Improve the ability and efficiency of providing field data (pre-accessioning) to the laboratory for active and/or passive surveillance.
 - Objective 4. Develop or expand ability to incorporate use of barcodes in accessioning and/or sampling.
4. **Enhancement of laboratory emergency preparedness.** Developing and supporting tools and plans, which promote preparedness in NAHLN laboratories and their States for responding to an adverse animal health event. Identifying, procuring and applying tools to enhance NAHLN laboratory surge and response capacity.
 - Objective 1: Build capacity for the purpose of improving surveillance and detection of foreign animal and emerging diseases by supporting laboratory equipment purchases that directly enhance laboratory response capacity to address specific NAHLN scope disease or emerging disease testing.
 - Objective 2: Build testing capacity through laboratory equipment purchases that focus on new technology to directly enhance surveillance, surge, and response testing capacity of specific NAHLN scope diseases or emerging diseases.

A.3 Other Funding Considerations

1. Projects must be submitted by a representative directly associated with a NAHLN approved laboratory.
2. Successful projects will meet the criteria described in [Section E](#), Proposal Review Information.
3. 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 activities 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.

A.4 Alignment with USDA, APHIS, and NAHLN 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 USDA APHIS Strategic Goals:

USDA APHIS Strategic Goal #1 (Safeguard Animal Health), Objective 1.1: Improve the customer experience by modernizing information technology infrastructure, facilities, and streamlining the delivery of our services.

Tactic: Increase the number of National Animal Health Laboratory Network (NAHLN) Laboratories that message test results and expand the number of diseases that can be messaged.

USDA APHIS Strategic Goal #2 (Safeguard Animal Health), Objective 2.3: Ensure effective emergency preparedness and response systems.

Tactic: Continue to expand capabilities of the National Animal Health Laboratory Network.

A.5 Legislative Authority

This program implements funding for Fiscal Year 2019 as provided under the 2018 Farm Bill. Congress authorized USDA to coordinate the development, implementation, and enhancement of national veterinary diagnostic laboratory capabilities, with special emphasis on surveillance planning and vulnerability analysis, technology development and validation, training, and outreach. To support the NAHLN, the Secretary is authorized to enter into cooperative agreements with eligible laboratories. Eligible laboratories are those approved and part of the NAHLN.

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 NAHLN and the NADPRP.

Type of Assistance Instrument: Awards will be funded via cooperative agreements. 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.” 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.

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.” No activities occurring outside the period of performance may be charged to this agreement.

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 as described in [Section E](#). Proposal Review Information.

Cost Sharing: Cost sharing is not required.

B.1 Cost Guidance

Allowable uses of NAHLN 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.

NAHLN funds may not be used for 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. Program funds may not be used for permanent staff positions. Program funds may also not be used for projects or activities associated with VS-State-Industry cooperative programs that are typically supported through appropriated funds, including activities typically funded via APHIS Veterinary Services’ annual umbrella agreements and animal disease traceability agreements.

For funding restrictions, see [Section D](#). Proposal and Submission Information, 6. Funding Restrictions.

Additional Award Information: Eligible entities may use funds received under the Program to enter into sub-agreements with another eligible entity or with an appropriate third party.

C. Eligibility Information

C.1 Eligible Applicants

Eligible laboratories. Eligible laboratories are those approved and part of the NAHLN.

C.2 Cost Sharing or Matching

Cost sharing, matching or cost participation is not required.

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.

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. Proposal and Submission Information

D.1 How to Submit a Proposal

Email Submission: Applicants may submit proposals which must include a Work Plan and Financial Plan through email by sending the required information to both of the following email addresses and points of contact.

E-mail: Christina.M.Loiacono@usda.gov

Point of Contact: Christina Loiacono, USDA APHIS VS, Phone: (515) 337-7911

E-Mail: connie.j.osmundson@usda.gov

Point of contact: Connie Osmundson, USDA APHIS VS, Phone: (515) 337-7571

D.2 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.3 System for Award Management (SAM)

Each applicant is required to register in the System for Award Management (SAM) prior to submitting a proposal and to maintain current information throughout the award period of performance. To register, go to: <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 agreement proposals.

Please note: The DUNS and SAM requirements described above are applicable to all applicants.

D.4 Content and Form of Proposal Submission

All proposal packages must contain the following information.

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

Additional information that may be required:

3. 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.

Project Proposal Work Plan: Each applicant must submit a project proposal work plan. See Appendix 1 Instructions for the Farm Bill Project Proposal Work Plan and Appendix 2 Farm Bill Project Proposal Work Plan template. The template is prepared as guidance that applicants can customize for developing 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 with Budget Categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs and Recipient Cost Share, and Totals. See Appendix 3 Instructions for the Farm Bill Project Proposal Detailed Financial Plan and Appendix 4 Farm Bill Project Proposal Detailed Financial Plan.

D.5 Submission Dates and Times, including Other Relevant Dates

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

D.6 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 proposal to the SPOC simultaneously to submitting to APHIS VS. Failure to meet this requirement will result in a rejection of the proposal. A copy of the SPOC waiver or approval letter is required at the time the award is made.

D.7 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.

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

1. 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.
2. Permanent staff positions.
3. Projects or activities associated with VS-State-Industry cooperative programs that are typically supported through appropriated funds, including activities typically funded via APHIS Veterinary Services' annual umbrella agreements and animal disease traceability agreements.

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

E. Proposal Review Information

E.1 Criteria

Following are the minimal criteria that evaluators will use to judge proposals during the review process. Applicants should consider the criteria when preparing the proposal 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 or deliverables toward listed priorities.
3. Consistent with defined activities and priorities. Proposed activities should clearly align with the information described in [Section A](#) priority objectives.
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.

E.2 Review and Selection Process

USDA is responsible for the approval of NAHLN projects that will be funded through cooperative agreements. APHIS VS is responsible for reviewing proposals 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 ethical conflicts.

E.3 Anticipated Announcement and Federal Award Dates

APHIS will review proposals within 30 days of the proposal 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 whose proposal are selected will be notified after the spending plan is approved by the Secretary and announced by USDA. Proposals selected for funding will be notified by email, phone, or by mail. Furtherance to finality of the application process in ezFedGrants will then be required. USDA will create an application 'opportunity' in the ezFedGrants system. All applicants with proposals selected for funding will be sent a link via email connecting them to the ezFedGrants management site for continuation and finalization of the proposal process. Subsequently, the signature of the authorized agent and APHIS' authorized official on all required paperwork will finalize the cooperative agreement.

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](#) web site.

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 proposal. 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 NAHLN, please contact the following USDA APHIS VS staff:

Christina Loiacono
Phone: 515-337-7911
Email: Christina.M.Loiacono@usda.gov

For Cooperative Agreement proposal and administrative questions, please contact:

Connie Osmundson
Phone: (515) 337-7571
E-Mail: connie.j.osmundson@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.

Emerging Disease

Disease or pathogen newly identified in the US.

NAHLN eligible laboratory As described in Section 12101 of [Agriculture Improvement Act of 2018](#) (aka “2018 Farm Bill”), a diagnostic laboratory that meets specific criteria developed by the Secretary, in consultation with State animal health officials, State veterinary diagnostic laboratories, and veterinary diagnostic laboratories at institutions of higher education (as defined in section 101 of the Higher Education Act of 1965 (20 U.S.C. 1001)). Also referred to as a NAHLN approved laboratory.

NAHLH scope disease Disease or agent that is included on the list of NAHLN approved testing.

H.2 References

- [Agriculture Improvement Act of 2018](#), AKA the 2018 Farm Bill. H.R. 2 — 115th Congress.
- Animal Health Protection Act and other references to United States Code, <http://uscode.house.gov/>
- Dun & Bradstreet (D&B) website at [https://iupdate.dnb.com/iUpdate/companylookup.htmData; Universal Number System \(DUNS\)](https://iupdate.dnb.com/iUpdate/companylookup.htmData;Universal%20Number%20System%20(DUNS))
- System for Award Management (SAM) <https://www.sam.gov/SAM/>
- U.S. Office of Management and Budget <https://www.whitehouse.gov/omb/management/office-federal-financial-management/>
- U.S. Department of Agriculture (USDA) [APHIS Agreements Services Center](#)
- U.S. Department of Agriculture (USDA) [APHIS Directive 2280.1, Suspension and Debarment, dated 6/20/14](#)
- U.S. Department of Agriculture (USDA) APHIS [VS Foreign Animal Disease Preparedness and Response Plan](#)
- [USDA APHIS Strategic Plan FY 2019 - 2023](#)

Appendix 1 Instructions for the Farm Bill Project Proposal Work Plan

Each applicant must submit a project proposal work plan that identifies the details of each priority objective being included and 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.

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 enhancement of the NAHLN.
- b. *Relevant Need or Problem Requiring a Solution:* Identify and describe relevant needs, problems or gaps that require the solution, and how the project will provide the solution necessary to close the gaps.
- c. *Contributors:* NAHLN eligible laboratory, 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 enhancement activities. Clearly outline the specific plan, 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 activity 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, study design or technological innovations, or reductions in cost or time.
- D. *Resources Required:*
 - i. **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.

- ii. **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.
- iii. **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.
- iv. **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.
- v. **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 at completion e.g. measurement of improvement in efficiency or effectiveness of capabilities. List the delivery date for each outcome.

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 2 Farm Bill Project Proposal Work Plan Template

(A fillable word version is available. Please contact the NAHLN program office if needed)

National Animal Health Laboratory Network (NAHLN)

2019 NAHLN Enhancement Project Proposal

Cooperative Agreement Work Plan

INSTRUCTIONS:

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. Increase the size of the block so all content is visible.

GENERAL INFORMATION

Project Title:

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Name of NAHLN Laboratory Submitting the Proposal:

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

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

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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 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 National Animal Health Laboratory Network (NAHLN) 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 capacity, capability, reporting or other aspect of NAHLN emergency response) 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.

Objective 1:

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Objective 2:

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Objective 3:

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Objective 4:

Objective 5:

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 NAHLN (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.

Contributor Name – Roles/Responsibilities:

Contributor Name – Roles/Responsibilities:

Contributor Name – Roles/Responsibilities:

Contributor Name – Roles/Responsibilities:

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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:

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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. 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.

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. The table below is a placeholder. 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		

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

2. Methodology

List how each milestone will be accomplished (methodology), 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.

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Need for APHIS Assistance

If the applicant needs assistance from APHIS technical personnel to conduct the proposed action, describe why the type and level of assistance is needed.

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List the number of hours each APHIS technical person will be needed over the life of the project.

Title	Purpose	Hours

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.

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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 (add or delete rows as needed.) Permanent personnel are not allowed, including salaries for full time equivalent personnel already on staff:

	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				
5.3				

2. Equipment Funded by Project

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

	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 (add or delete rows as needed). Recipient procurements shall be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable.

	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.

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

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

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

5. Contracts

List any contracts to be awarded by the Recipient with project funding, including type of Contractor and purpose of contract. Add or delete rows as needed.

Type of Contractor/Name if known	Purpose of Contract

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.

Contributor Name	Resource Type (click cell for drop down list)	Quantity	Purpose
	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.

Milestone	Specific and Measurable Outcome/Deliverable	Delivery Date
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. Add or delete rows as needed.

Milestone	Accomplishment	Completion Date
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 the criteria to be used by the Recipient to evaluate the results and determine the successes of the project.

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Describe the method(s) the Recipient will use to determine if the expected results and benefits are received.

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Discuss how the project increases capabilities, capacity and readiness, including the level of improvement in capability.

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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

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

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.

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Appendix 3 Instructions for the Farm Bill Project Proposal Detailed Financial Plan

Each applicant must submit a project proposal detailed financial plan with 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 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.

Appendix 4 Farm Bill Project Proposal Detailed Financial Plan Template

Cost Category	Item Description	Quantity	Rate	Recipient Share	APHIS Share	Total Budget
Personnel						
Fringe Benefits						
Travel						
Equipment						
Supplies						
Contractual						
Other						
Totals						