

**National Clean Plant Network (NCPN)
Cooperative Agreement Program**

WORK PLAN FORMAT

Cover Page

Name of Project:

One or Two Sentence Project Description:

Principal Investigator:

Name of Entity:

Address:

City, State, Zip:

Office Phone:

Cell Phone:

Fax:

E-mail Address (Principal Investigator):

**Name, Title, and Signature of the Official Authorized by the Institution/Agency to Apply
for Federal Financial Assistance:** _____

Date: _____

Fiscal Year 2021 – Request for Applications ‘Work Plan Template’ – NCPN

APHIS Agreement No: *(To be Completed by USDA for Successful Applicants)*
Other Identifying Numbers: *(Any Applicant Desired Program Identification Numbers)*

**FEDERAL FISCAL YEAR 2021
WORK PLAN**

Name and Location of the Party Applying for Support

Name of Project Being Supported

Provide a brief one or two sentence description of the proposed project for which funding is being sought.

Performance Period:

Suggested time from the beginning to the end of the agreement. The timeframe should not exceed 1 year.

I. Introduction and Background:

Briefly indicate what relevant need or problem within the applicant’s mission area requires a solution in carrying out a public purpose of support or stimulation.

II. Alignment with the USDA and NCPN Strategic Goals and Objectives:

Refer to Part I. D. “Alignment with USDA and NCPN Strategic Goals and Objectives. Applicants need not provide specific statements regarding how they are meeting any indicated USDA and NCPN Goal or Mission Area, however, proposals should provide sufficient and reasonable evidence that stated goals are being satisfied.

III. Stakeholder Participation and Industry Focus

A. Stakeholder Participation:

Provide a very brief indication of the organizations collaboratively involved with the applicant in activities carried out through this proposal and explain their involvement.

B. Industry Focus:

Indicate the industry or industries being served as a result of the products generated through this project. As applicable, also indicate the commodity, type, and number of deliverables intended for use either by nurseries or growers and the anticipated timeframe for producing and delivering, or otherwise making available, the agreed upon materials and products.

IV. Project Goals and Objectives

List or explain what results or benefits will be derived from this effort. Note that these outcomes will be the major building blocks upon which the milestones in the next section are based.

V. Project Milestones

Milestones should list the major steps of achievement that successfully completes a Goal or Objective listed in the section above. Milestones should be associated with a specific timeframe.

VI. Plan of Action

Provide a brief but comprehensive description of the program proposed for funding, including relevant program operation. This section can include scope of work and methodology/approach.

The focus of this section should largely be on ‘what’ is being done, ‘why’ it’s important, and the anticipated ‘outcomes’. Information on specific methodologies are encouraged to the extent that they are necessary to clarify ‘what’, ‘why’, and ‘outcomes’ or to better justify the request for resources.

VII. Anticipated Accomplishments – VERY IMPORTANT

List or indicate the specific intended accomplishments or performance measures that will be used to evaluate the success of the project and how each element will be measured. The anticipated accomplishments or ascribed performance measures should include ‘outcome’ based information and, if applicable, indicate the quantity and type of deliverables anticipated under this project as well as the impact of producing and providing those deliverables, including the impact on industry.

Suggested Quantifiable ‘Deliverables’ might include (but is not limited to) the following:

- *Number of Plant Introductions (New Accessions)*
- *Number of Tissue Culture Selections Created*
- *Disease Testing (Number of Tests)--- Elisa, PCR, herbaceous, other*
- *Number of Indexing Activities --- Buds, indicator plants, selections, other*
- *Field Diagnostics --- Number of assays*
- *Numbers of Accessions or Plants in Therapeutics --- Heat Therapy, other therapies*
- *Amount of Material Planted in Foundations*
- *Amount of Material Maintained in Established Foundations*
- *Number of New Releases, Imported and Domestic*
- *Number of Clean Plant Units Distributed*
- *Information on critical ‘Outcomes’ resulting from these Deliverables*

Fiscal Year 2021 – Request for Applications ‘Work Plan Template’ – NCPN

VIII. Budget Plan

Provide budget details that reflect the expenditures for the project presented (or that will be presented) on Standard Form 424A and expand on the details either in the form of a descriptive budget narrative or as suggested below or in the form of an electronic spreadsheet as suggested elsewhere in this ‘Request for Applications’:

Salaries* \$ _____
and Fringe (xx%) _____

* Applicants must specify type of personnel and number of positions and salary and number of hours devoted to NCPN. If more than one crop is being serviced, pro-rate the costs among the crop categories.

Equipment** _____
** Specify the type, number, and cost of each piece of equipment requested. If more than one crop is being serviced, pro-rate the costs among the crop categories.

Supplies _____
If more than one crop is being serviced, pro-rate the costs among the crop categories.

Travel*** _____
***Specifically indicate if travel is associated with servicing the diagnostics, therapeutics, and foundational needs of the project.

***Indicate separately if travel support is being sought directly to attend NCPN Governing Body meetings; specifying the crop being serviced. _____

***Indicate separately if travel support is being sought to service the Educational/Outreach needs of NCPN; specifying (if known) the events for which support is being sought. _____

Printing/Publications _____

Contracts and Other Services _____

Other Costs (must be specified) _____

Indirect**** _____

**** See additional information on indirect costs below

Total \$ _____

APHIS Share \$ _____

Cooperator’s Share \$ _____

Fiscal Year 2021 – Request for Applications ‘Work Plan Template’ – NCPN

Matching funds: Indicate any cost-sharing, matching contributions, or an enumeration of other funds available for program operations in addition to NCPN requested support here in budget fashion as above.

****Indirect Costs – 15% limitation:* The 2014 Farm Bill restricts indirect costs charged against a cooperative agreement under Section 10007 (including NCPN) to the lesser of 15% of the total Federal funds provided under the cooperative agreement or the Negotiated Indirect Cost Rate Agreement applicable to the recipient as established by law. 15% of ‘Total Agreement Costs’ may also be calculated as 17.641% of ‘Total Direct Cost’.

IX. Data

[To be included in all submitted work plans].

The U.S. Government shall have unrestricted access to and use of raw data, analyzed data, data sets and models, analytical methods, or other analytical tools, created by the Cooperator from said data and data sets. The U.S. Government shall also have unrestricted access to and use of biological, chemical, or physical Material and the data created from analysis by the Cooperator of said Material. Furthermore, and for the avoidance of doubt under the Bayh-Dole Act 37 U.S. Code 202(4), with respect to any invention in which the Cooperator or their institution elects rights, APHIS shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for on behalf of the United States any invention throughout the world and cannot be subject to a technology transfer charge.

X. Principal Investigator and Other Contact Information (Including APHIS/PPQ):

Institution Name:

Principal Investigator:

Provide the name and all contact information for the primary cooperator contact person(s).

Grants and Agreements Contact:

Provide the name and all contact information for the cooperator agreements/grants/budget contact person(s) needed to facilitate the agreement through the cooperator’s process.

Other Persons Crucial to this Program:

Provide the name and all contact information for other persons crucial to this program needed to facilitate the agreement through the cooperator’s process.

Fiscal Year 2021 – Request for Applications ‘Work Plan Template’ – NCPN

USDA, APHIS, PPQ – Program Contacts:

The NCPN ‘Raleigh, NC’ Office:

Mr. Erich S. Rudyj, Coordinator – NCPN Management Team
National Clean Plant Network (NCPN)
USDA, APHIS, PPQ, Science and Technology
National Clean Plant Network
920 Main Campus Drive, Suite 400, Raleigh, NC 27606
Phone: (919) 855-7447
Fax: (919) 855-7480
E-Mail: Erich.S.Rudyj@aphis.usda.gov

The NCPN ‘Riverdale, MD’ Office :

Ms. Tammy Kolt, Administrative Support – NCPN Management Team
National Clean Plant Network (NCPN)
USDA, APHIS, PPQ, Plant Health Programs (PHP)
Quarantine Policy, Analysis and Support Staff
Accreditation, Certification, and Networking Services
4700 River Road – Unit 152, Riverdale, MD 20737
Phone: (301) 851-2160
Fax: (301) 734-5269
E-Mail: Tammy.Kolt@aphis.usda.gov