

## FY 2021 - Request for Proposals – NCPN

### National Clean Plant Network (NCPN)

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

**Program Manager’s Contact Information:**

Erich S. Rudyj  
Coordinator – National Clean Plant Network  
USDA, APHIS, PPQ, Science and Technology  
The National Clean Plant Network  
920 Main Campus Drive, Suite 400, Raleigh, NC 27606

Phone: 919-855-7447  
Fax: 919-855-7480  
E-Mail: NCPN@usda.gov

**Funding Opportunity Title:** National Clean Plant Network (NCPN) Cooperative Agreements Program

**Proposals Due Date:** Proposals must be received by October 9, 2020

**Catalog of Federal Domestic Assistance Number:**

10.025, Plant and Animal Disease, Pest Control, and Animal Care

**Eligible Applicants:**

Land-Grant Universities  
Non Land-Grant Colleges of Agriculture  
Non-Profit Organizations  
State Agricultural Experiment Stations  
State or Local Governments  
Federal Agencies

**Cost Sharing:** Applicants are encouraged to indicate a cost share, match, or an enumeration of other funds available for program operations in addition to support requested from the Network.

**Funding Opportunity Description:** This program makes funding available for the National Clean Plant Network (NCPN or ‘the Network’) for Fiscal Year 2021.

The National Clean Plant Network provides asexually propagated plant material free of targeted plant pathogens and pests to protect the environment and ensure the global competitiveness of U.S. specialty crop producers.

Program priorities include: 1) establishing and supporting governance and related administrative activities; 2) promoting the introduction, diagnosis, treatment, establishment (in foundations) and release of clean plant materials, both from foreign and domestic sources, for commercial

## FY 2021 - Request for Proposals – NCPN

development; 3) conducting methods development to accurately advance and test therapies, as well as establish guidelines and standards for certification maintenance; 4) developing partnerships with education, extension, communications, and outreach services (e.g. university and state departments of agriculture) to interact with commercial nurseries, industry associations and producers; 5) supporting studies to ascertain the economic benefits to industry in using clean plants, and 6) developing and implementing best practices and quality management protocols.

Funding will be provided to Land-Grant Universities, non-Land-Grant Colleges of Agriculture, non-profit organizations, State Agricultural Experiment Stations, State Governments, and Federal Agencies to support Network priorities noted above. Funding priority will be given to proposals that focus on specialty crops (for the definition, see Section 3 of the Specialty Crops Competitiveness Act of 2004; 7 U.S.C. 1621 note; Public Law 108-465) with clear work and financial plans for developing and maintaining a comprehensive, cohesive and efficient network.

**Alignment of the Program:** This program aligns with the activities conducted under the Plant Protection Act, Section 7721, Plant Pest and Disease Management and Disaster Prevention Program and is part of the USDA Implementation Plan for that program.



**FY 2021 - Request for Proposals – NCPN**

*Full Announcement*

**Request for Proposals (RFP)  
National Clean Plant Network**

**United States Department of Agriculture (USDA)  
Animal and Plant Health Inspection Service (APHIS)  
Plant Protection and Quarantine (PPQ)**

**Funding Opportunity Title:** National Clean Plant Network (NCPN) Cooperative Agreements Program

**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 October 9, 2020  
Cooperative Agreements are anticipated to begin about July 1, 2021

**Funding Opportunity Description:** This program implements funding for Fiscal Year 2021 as provided under the Plant Protection Act, Section 7721.

The National Clean Plant Network (NCPN) provides asexually propagated plant material free of targeted plant pathogens and pests to protect the environment and ensure the global competitiveness of US specialty crop producers.

Program priorities include: 1) establishing and supporting governance, networking, and related administrative activities; 2) promoting the introduction, diagnosis, treatment, establishment (in foundations) and release of clean plant materials, both from foreign and domestic sources, for commercial development; 3) conducting methods development to accurately advance and test therapies, as well as establish guidelines and standards for certification maintenance; 4) developing partnerships with education, extension, communications, and outreach services (e.g. university and state departments of agriculture) to interact with commercial nurseries, industry associations and producers; 5) supporting studies to ascertain the economic benefits to industry in using clean plants, and 6) developing and implementing best practices and quality management protocols.

**Total Amount to be Awarded:** Anticipated at a base of not less than \$5,000,000 under the Plant Protection Act Section 7721.

**Eligibility:** Land-Grant Universities, non-Land-Grant Colleges of Agriculture, non-profit organizations, State Agricultural Experiment Stations, State Governments, and Federal Agencies. Funding priority will be given to proposals that focus on specialty crops, with clear work plans for developing and maintaining a comprehensive, cohesive and efficient network.

## FY 2021 - Request for Proposals – NCPN

**Cost Sharing:** Cost sharing is not required, but preferred. Cooperator diversification of funding sources is an important aspect of a healthy network and program cost-sharing, matching or an indication of other resources being directly applied to clean plant program operations are all good measures of such diversified support. When possible, funding recipients should demonstrate stakeholder or other contributions to clean plant efforts to include: 1) cost sharing or matching; 2) contributions such as revenue from the sales of plant materials and services, collection of fees or royalties, grants or gifts to the applicant which support the Network’s mission; or 3) quantifiable commitment of faculty or staff time, and quantifiable development of facilities and land for use in clean plant activities.

**Proposal and Submission --- Important Change for fiscal year (FY) 2021 as continued from FY 2019 and FY 2020:**

NCPN shall not be using Grants.gov for program funding proposals for FY 2021. Applicants can apply directly to NCPN by submitting a proposal to the NCPN email box at [NCPN@usda.gov](mailto:NCPN@usda.gov) or by mailing a proposal to the address as referenced under Part VIII ‘Agency Contacts’ of this Request for Proposals. At this initial application stage, a proposal need only consist of a work plan, an associated financial plan, and evidence of submission of a pre-proposal for review and consideration under an NCPN Specialty Crop Governing Body ascribed review process as further described in the Request for Proposals.

Applicants subsequently recommended by the NCPN Governing Board for funding consideration, as further validated in a USDA APHIS Spending Plan for NCPN for FY 2021, will then be sent a link to the ezFedGrants website to conclude the application process.



## FY 2021 - Request for Proposals – NCPN

### **IMPORTANT** - Special notes for consideration by applicants in Fiscal Year 2021

#### IMPORTANT CHANGE: The Initial Application Process:

- NCPN shall not be using Grants.gov for program funding proposals for FY 2021.
- Applicants can apply directly to NCPN by submitting a proposal to the NCPN email box at [NCPN@usda.gov](mailto:NCPN@usda.gov) or by mailing a proposal to the address as referenced under Part VIII ‘Agency Contacts’ of this Request for Proposals.
- At the initial application stage, a proposal need only consist of a work plan and associated financial plan and evidence of submission of a pre-proposal for review and consideration under an NCPN Specialty Crop Governing Body ascribed review process as further described in the Request for Proposals.
- Applicants subsequently recommended by the NCPN Governing Board, as further validated in a USDA APHIS Plant Protection Act Spending Plan for NCPN for FY 2021, for funding consideration will then be sent a link to a USDA APHIS ascribed website called ‘ezFedGrants’ to conclude the application process.

#### Open and Closing Dates for Proposal Submissions:

- The Program will accept proposals for 12 weeks; from July 16, 2020 – October 9, 2020 (*see Part V, Section F.*).

#### E-mail Communication:

- Direct all e-mail communication to: [NCPN@usda.gov](mailto:NCPN@usda.gov)

#### ezFedGrants:

- USDA APHIS recently adopted ezFedGrants as the method to finalize the application process for approved proposals.
- All applicants with proposals recommended by the NCPN Governing Board, as further validated in a USDA issued FY 2021 Spending Plan for NCPN, will be sent a link via email connecting them to the ezFedGrants management site for continuation and finalization of the application process. (*see Part V, Section C and Part VI, Section I.*)

#### Program Priorities and Considerations:

- Captured here are some key principles that underline the Network’s Cooperative Agreements program, including items or concepts given priority or prime consideration for NCPN program funding support. (*see Part I, Sections D and E.*)

#### Renewed --- Emphasis on Proposal Selection Criteria:

- Under Part VI. Proposal Review Information, the NCPN Governing Board reissues certain, select criteria or recommendations for applicants seeking NCPN program support.

#### Program Activities for Which Network Funding is Not Allowed:

- Clarifies items that generally are not funded as part of a Network proposal for support. (*see Part I, Section F.*)

## FY 2021 - Request for Proposals – NCPN

### Pre-Proposal Review Process:

- The 12-week RFP open period for FY 2021 funding is partly to allow for sufficient time for applicants to engage effectively with stakeholders as part of the Network suggested pre-proposal review process (see *Part IV, Sections C and D*).

### Business Plans or comparable Annual Entity Reports:

- Applicants seeking Network support that also have established business plans or issue annual entity reports for their operating units are requested to attach such documentation to their proposals as an appendix. If such plans do not exist, applicants are encouraged to consider developing them. (see *Part I, Section B*).

### Anticipated Accomplishments, Performance Indicators, and Progress Reports:

- The Network is outcome-oriented and all applicants requesting support must develop and report on performance benchmarks, timelines, and indicate associated deliverables and the impact of those products on industry. (see *Part V, Section D*).

### Clean Plant Center Funding Diversification and Long-Term Sustainability:

- The Network encourages applicants to seek and secure diversified sources of program funding and income generating opportunities in addition to those funds requested from NCPN in order to more firmly plan for program long-term sustainability. Evidence of this effort is suggested in a proposal for Network support. (see *Part I Section D*).

### Work Plan or Project Proposal; including Financial Plan:

- Template - For FY 2021, the Work Plan format is suggested to better obtain the information for funding decisions. Please read the instructions in Part V. below and complete the Work Plan in as succinct a manner as possible.
- For e-mail submission, a suggested Financial Plan template is also provided for applicant consideration in addition to the budget template included in the Work Plan.
- Multi-Crop Proposals - For FY 2021, applicants applying for support for more than one crop should request such support under a single work plan. Please provide sufficient information on each individual crop. In situations where a single budget item covers more than one crop, please prorate the request across all covered crops as appropriate.
- Page Limitations - For FY 2021, the 15-page proposal limitation is anticipated to cover proposals for support for a single crop. The proposal page limitation may be increased by up to 5 pages for each additional crop. However, no proposal may be greater than 30 pages, regardless of the number of covered crops. This page limitation does not include application addenda.

### High Throughput Sequencing (HTS) Technology:

- The Network's Governing Board supports the use of established HTS technologies (also sometimes referred to as Next Generation Sequencing or NGS) for diagnostics for the purpose of therapeutics or to determine the pathogen status of plants intended as nuclear stock. *This support currently extends to conducting methods development studies that compare the efficacy of HTS against other diagnostic technologies but only to the extent*

## FY 2021 - Request for Proposals – NCPN

*that such studies are conducted for diagnostics on known pathogens of concern to industry. Network resources may not be used for comparison studies intending to pursue novel or unknown pathogens for academic purposes.*

### New Crops Seeking NCPN Support for FY 2021:

- Appendix #1 of this Request for Proposals provides in-depth information about the criteria that need to be met in order to receive NCPN support for new crops seeking entry into the Network. Many of the major points regarding criteria for crop entry into the Network are also captured in various places in the main body of this Request for Proposals.

### Indirect Costs ascribed to Agreements:

- The Agriculture Act of 2014 restricts indirect costs charged against a cooperative agreement under Section 10007 (including NCPN) to the lesser of 15 percent of the total Federal funds provided under the cooperative agreement or the indirect cost rate applicable to the recipient as established by law (Negotiated Indirect Cost Rate or NICRA). *(Calculation note > 15% of the total Federal funds provided under the agreement may best be calculated by ascribing the indirect cost as 17.647% of Total Direct Cost).*

## FY 2021 - Request for Proposals – NCPN

<b>Table of Contents</b>	<u>Page</u>
<b>Part I. Funding Opportunity Description</b>	
A. NCPN Background, Mission, and Vision .....	10
B. USDA Approach to the National Clean Plant Network .....	10
C. Alignment with USDA and NCPN Strategic Goals and Mission Areas .....	13
D. Program Criteria .....	14
E. Program Priorities .....	15
F. Program Activities for which NCPN Funding is Not Allowed .....	17
G. Program Merits .....	18
<b>Part II. Award Information</b>	
A. Total Available Funds .....	18
B. Funding Uncertainties .....	18
C. Competitive Process .....	18
D. Anticipated Award Funding Amounts .....	18
E. Anticipated Award Start Date .....	18
F. Period of Performance .....	18
G. Type of Assistance Instrument .....	19
H. USDA/APHIS Role.....	19
<b>Part III. Eligibility Information</b>	
A. Eligible Applicants .....	19
B. Cost Sharing, Matching, or Enumeration of Contributions.....	19
<b>Part IV. Proposal and Work Plan Submission Process</b>	
A. NCPN Specialty Crop Governing Body Coordination Requirement .....	20
B. Electronic and Paper Proposal Submissions .....	20
C. Proof of Proposal Coordination .....	20
D. Pre-Proposal Review and Prioritization – A Suggested Model.....	21
<b>Part V. Proposal and Submission Information</b>	
A. E-Mail Proposals .....	21
B. Paper Proposals .....	21
C. Continued Application Once Work Plan is Approved by USDA .....	21
D. Content and Form of Application Submission .....	24
E. Subsequent ezFedGrants Process .....	31
F. Submission Dates and Times; Including Other Relevant Dates .....	31
G. Intergovernmental Review .....	31
H. Funding Restrictions .....	32
I. ezFedGrants – Process Explanation .....	32
<b>Part VI. Proposal Review Information</b>	
A. Criteria .....	34
B. Review and Selection Process.....	37

**FY 2021 - Request for Proposals – NCPN**

<b>Part VII. Award Administration Information</b>	
A. Award Notice .....	38
B. Administrative and National Policy Requirements .....	38
C. Reporting .....	38
<b>Part VIII. Agency Contacts .....</b>	<b>39</b>
<b>Part IX. Other Information .....</b>	<b>40</b>
<b>Appendix #1. Criteria - New Crops Seeking NCPN Entry and Support .....</b>	<b>41</b>

## **Part I. Funding Opportunity Description**

### **A. NCPN Background, Mission, and Vision**

#### **Background**

In May 2008, H.R. 6124 Food, Conservation, and Energy Act of 2008, otherwise known as the Farm Bill of 2008, became law. The National Clean Plant Network (NCPN) was included in The Food, Conservation and Energy Act of 2008 (Farm Bill) Title X, Sec 10202. Beginning in Fiscal Year (FY) 2009, it authorized funding of \$20 million over 4 years (FY 2009-2012) to establish the Network for specialty crops to provide reliable sources of propagative material that are free of propagative-borne pathogens. This provision would establish a network of clean plant centers in the United States that would conduct diagnostic and pathogen elimination services and to establish foundation blocks (nuclear stock) to provide pathogen-tested plant materials to nurseries, growers and to state certification programs.

In February 2014, the Agriculture Act (commonly called the Farm Bill of 2014) H.R. 2642 became law. This statute, specifically Title X, Section 10007 paragraph (e) renews support of the NCPN as initially constituted under the Farm Bill 2008 and authorizes funding in the amount of not less than \$5,000,000 annually provided through USDA for support of the activities of NCPN. The program is now codified under the Plant Protection Act, Section 7721.

#### **Core Mission and Values**

NCPN supports diagnostics of plant material submitted to a clean plant center covered by the program, therapeutics associated with the diagnostic of that material, and the inclusion and maintenance of clean plant G1 ‘mothers’ in foundations made accessible to industry. NCPN also supports necessary program governance and core mission support activities such as planning, education, economics, quality management, and information sharing.

NCPN provides high quality, asexually propagated plant material tested for targeted plant pathogens that cause economic loss to protect the environment and ensure the global competitiveness of specialty crop producers.

### **B. USDA Approach to the National Clean Plant Network (NCPN)**

USDA’s goal is to create an effective, uniform, consistent, efficient, and highly self-sufficient network of clean plant centers serving the needs of specialty crop industry. We believe this goal can be achieved by adhering to these key principles.

- **Coordination:** Projects generally given priority by the Network are coordinated and harmonized by stakeholder-organized specialty crop governing bodies composed of clean plant centers, universities, industry representatives, government officials, and others. These bodies meet regularly including meetings with the Network’s National Governing Board, have elected members, and operate under a charter. These bodies help the Network establish priorities and harmonize proposals.

## FY 2021 - Request for Proposals – NCPN

- Pre-Proposal Review Process: Considerable weight is accorded proposals submitted through specialty crop clean plant network governing bodies that engage in an industry-driven pre-proposal review process for proposal relevance, harmonization, and prioritization of requested needs. To support this process, applicants are encouraged to include information in the form of an addendum indicating how their program fits and adds value to a respective specialty crop network including the other associated centers.
- Business Plans or Annual Entity Reports: Applicants seeking Network support that also have established business plans, including multi-year program plans, or issue annual entity reports for their operating units are requested to attach such documentation to their proposals as an appendix. The Network hopes to use this information to better understand the operating environment of each entity seeking Network support. High consideration is given to such attachments.
- Long-Term Needs: Priority is given to applicants seeking support for long-term clean plant center, program, and institutional capacity building.
- Short Term Needs: If funding is being sought for routine operational activities, applicants are given priority that provide for clear explanations why support for routine needs is being sought, how long and to what extent support for such needs is anticipated to continue, and any plans for seeking greater self-sufficiency in this arena.
- Industry Focus: Priority is given to clean plant centers that become part of the Network and conduct diagnostics and therapy on select specialty crops plant material requested by industry. Additionally, support is provided for the establishment and maintenance of this material in foundation/nuclear blocks.
- Methods Development: The Network encourages the development of methods and technologies needed to support clean plant activities for diagnostics and therapy including equipment needed to support these activities as appropriate; including activities that apply established methods regarding advanced technologies for plant pathogen diagnostics and associated therapeutics
- Performance Indicators and Progress Reports: The Network is outcome-oriented and all applicants requesting support must develop and report on performance benchmarks, timelines, and indicate associated deliverables and the impact of those products on industry.
- Economic Studies: The Network sees the long-term value in supporting economic studies that strive to help stakeholders better understand the impact of clean plants on NCPN-supported specialty crop industries.
- Diversified Streams of Funding: The Network encourages applicants for funding to seek and secure program funding and income generating opportunities in addition to those funds requested from NCPN. In further recognition of the importance of this priority, applicants for NCPN support are encouraged to provide information regarding the following:
  - Business Plans or Annual Entity Report: Submission, as an addendum to their proposal, any Business Plan, including multi-year program plans, or Annual Entity Reports as may exist that is current and specific to their operating unit.

## FY 2021 - Request for Proposals – NCPN

- Education/Outreach: The Network recognizes the importance of well-coordinated and targeted extension, outreach and education materials and activities needed to link the NCPN program concept, the clean plant centers, and their products with the ultimate recipients, especially, commercial nurseries and growers. The primary objective is to ensure that the industries are aware of the importance of promoting and using clean plant material, and of the purpose, products and services of the Network including its constituent cooperating centers. Consideration is given to support the development of education/outreach concepts and products being coordinated, proposed, and advanced under the banner of the Network's Education/Outreach Working Group.
- Quality Management: The Network recognizes the importance of pursuing quality management initiatives at various levels. Consideration is given to support evaluation of quality management efforts and needs, developing quality management plans, and supporting Network quality programs at centers and across the Network.

USDA plans to continue with implementation of the Network's Cooperative Agreements Program in FY 2021. Because funding is limited, first priority shall be given to the support of existing facilities with an established history of clean plant performance capable of conducting diagnostics, therapeutics and establishing foundation blocks with the intent of making clean plant material available to industry for immediate increase for crop production. Priority shall also be given to specialty crops that organize under the banner of the Network into appropriate governing bodies to network, coordinate, prioritize and harmonize their respective projects and associated needs and deliverables.

Because each project is intended to have significant input and involvement of Federal, State and other stakeholders, the instrument used for this program shall be the Cooperative Agreement except in the case of support to a Federal entity in which case the instrument of cooperation is an Interagency Agreement.

Funds allocated through the Agriculture Act of 2014 will be used to fund the projects in FY 2021. The funds are annual in nature, and they shall generally be available for only one year's needs subject to the decision of the Network's Governing Board. It is recognized that current funds may not be sufficient to fully support each project. Consequently, cost sharing is encouraged. Additionally, the Network may recommend program and funding modifications as appropriate, and may choose to offer funding for programs at less than the requested amount.

## FY 2021 - Request for Proposals – NCPN

### C. Alignment with USDA and NCPN Strategic Goals and Objectives:

Applicants should indicate that their intended project meets the USDA, APHIS Plant Protection and Quarantine (PPQ) goal indicated below. Applicants must also indicate alignment with at least one (1) NCPN goal as indicated below but need not provide specific statements regarding how they are meeting any indicated USDA and NCPN Goal or Mission Area.

#### **USDA, APHIS, Plant Protection and Quarantine (PPQ) Strategic Goal:**

*Source – USDA/APHISPPQ Strategic Plan (Bridge) for FY 2020-2021)*

**PPQ Program Goal #1** – Prevent the entry and spread of agricultural pests and diseases; specifically to “Strengthen PPQ’s pest exclusion system”.

#### **Alignment with NCPN Program Goals:**

The FY 2021 Network Cooperative Agreements program will focus on five elements below. Proposals must clearly indicate which focus areas are being serviced and how they are being accomplished.

1. Governance and Structure – Support the work of Network program governance and administration.
2. Service Activities – Establish, maintain, and enhance a network of facilities for testing and providing therapy for nuclear stock of Network supported crops, including support for associated clean plant foundations
3. Methods Development – Operationalize diagnostic and therapeutic methodologies needed for the work of clean plant centers and programs.
4. Extension, Outreach, Education, Economics, and Information Sharing – Develop Network and associated clean plant education, outreach, extension, and economics materials as well as advancements in information sharing among Network participants and with associated cooperators.
5. Quality Coordination and Management – Develop clean plant program plans, standards, performance benchmarks, quality assurance/control initiatives, and advance programs through reviews and consultations.

\*\*\*

## FY 2021 - Request for Proposals – NCPN

### D. Program Criteria

In order to submit a proposal to the Network's Cooperative Agreements Program, an applicant must, at a minimum, meet the following criteria.

#### 1. Specialty Crops:

- Program Focus – Any commodity proposed as a target for Network program funding must qualify as a 'specialty crop' as defined by the USDA (for the definition, see Section 3 of the Specialty Crops Competitiveness Act of 2004; 7 U.S.C. 1621 note; Public Law 108-465)

#### 2. Program Focus:

- Program Operations - Network funding is targeted to programs that diagnose and treat against vegetatively-propagated, graft-transmissible plant pathogens, and establish 'clean plant' foundation/nuclear plantings, including those maintained by governments, land grant universities, or non-land-grant colleges of agriculture. Activities could include conducting clean plant methods development and engaging in the use of advanced technologies to assist in diagnostics and therapy.
- Program Governance and Administration - Activities may also include forming and managing clean plant governing bodies and administering the Network and its activities at the specialty crop level, among crops, and nationally.
- Program Advanced Issues – Activities might include clean plant education/outreach initiatives including economic studies, the advancement of data and information management strategies, program quality management and clean plant network or center reviews, and strategic and business planning.

#### 3. Eligible Applicants:

- Eligibility Requirement – Eligible applicants must be state government agencies, land grant universities, State Agricultural Experiment Stations, non-land grant colleges of agriculture, or Federal Government agencies.

#### 4. Regulatory Requirements:

- Permits and Inspections – Eligible applicants intending to handle potentially infected plant materials shall possess the necessary Federal authorizations and inspections needed to safely possess, handle, maintain, and dispose of materials appropriately.

#### 5. Meeting Program Goals:

- Network Goals – Proposals must clearly meet the stipulated USDA goal and at least one Network program goal as defined in this Request for Proposals.

## FY 2021 - Request for Proposals – NCPN

### E. Program Priorities

In addition to the Program Criteria stated above, following are priorities that the Network will consider in reviewing proposals for funding and in implementing its Cooperative Agreements program.

#### 1. Quarantine Crops:

- Prohibited Articles – Priority is given to proposals supporting work on specialty crops that would be restricted in importation unless initially processed through a clean plant center capable of handling potentially infected plant materials. This priority focus does not preclude similar plant varieties from being submitted from domestic sources such as germplasm or other collections.

#### 2. Specialty Crops in State Certification Programs:

- Nursery Clean Plant Support – Priority is given to the diagnostics and therapy for specialty crops where there is expressed interest from state governments to support state certification programs for nurseries or a reasonable possibility in the building of national certification standards.

#### 3. Propagatively Transmitted Pathogens:

- Vegetative Propagation - Network program funding primarily targets propagatively-transmitted plant pathogens (graft-transmissible plant pathogens) found in specialty crops that are vegetatively propagated.

#### 4. Existing Facilities:

- Governmental and University – Priority is given to existing governmental or university facilities experienced in appropriate facets of specialty crop pathogen clean plant activities with a demonstrated capacity to develop, manage, and distribute specialty crop clean plant material.

#### 5. Established or Forming Clean Plant Network Specialty Crop Governing Bodies:

- Applicant Proposal Support from Established Network Clean Plant Governing Bodies – Priority is given to proposals that are coordinated through Network sponsored, specialty crop-specific clean plant network governing bodies. This includes a process of having the proposal pre-reviewed by the appropriate governing body for networking, prioritization, harmonization, and coordination with other proposals submitted covering the same Network specialty crop grouping.
- Pre-Proposal Review Process – Pre-proposals that are reviewed by designated governing body working groups that specifically target proposal harmonization and prioritization shall be given high priority. Such working groups are recommended be at least 50% composed of affected industry members.
- Evidence of Coordination - Evidence of such coordination is required at least in the form of a letter of support from the appropriate Network Governing Body specific to the applicant's specialty crop focus area. Such evidence should be submitted by an applicants for support as an addendum to a proposal.

## FY 2021 - Request for Proposals – NCPN

- Governing Bodies in Formation - In cases where a specialty crop does not yet have a Network recognized governing body, but where one is being formed, evidence of Network formation activities may be submitted.

### 6. Multiple Cooperators:

- Cooperator Networking – Priority is given to proposals that show clear program and funding coordination among two or more entities, networking, and involvement of other cooperators, including industry partners, universities, and governmental cooperators.

### 7. Meeting Industry Goals:

- Clean Plant Industry Goals – Priority is given to proposals that meet one or more industry group-established priorities covering clean plant programs as expressed by industry members participating in Network specialty crop governing bodies. Details are available by contacting the leadership of respective specialty crop governing bodies. Evidence of meeting industry goals is suggested in the form of specialty crop governing bodies establishing and utilizing a pre-proposal review group that is driven by industry representation of about 50% membership.

### 8. Education/Extension/Outreach:

- Education Products and Materials – Proposals are welcomed to develop concepts and products for Network extension, education and outreach with stakeholders, especially nurseries and growers. Stakeholder education should focus on informing stakeholders in the value of using clean plants and on orienting around Network program products and should show coordination of product or process with the Network's Education/Outreach Working Group.

### 9. Economic Studies:

- Cost/Benefit Analyses and Other Related Work – Priority may be given to proposals requesting support to look at the economic impacts, costs, and benefits of developing and using clean plant material, especially with regard to such impacts on industry.

### 10. Program Support Diversification:

- Resource Independence – Priority may be given to applicants that indicate or otherwise show that, over time, they are working towards becoming increasingly self-sufficient and being able to operate their clean plant program with decreasing, or minimal, or only periodic continued Federal financial support.

### 11. Benefits to Small Producers and Distributors

- Small to Mid-Sized, Local Agricultural Industries – Priority may be given to applicants that demonstrate how their proposal and associated products and deliverable make a positive impact on small to mid-sized, local agricultural industries.

## FY 2021 - Request for Proposals – NCPN

### 12. High Throughput Sequencing (HTS) Technology

- The use of established HTS technologies for diagnostics for the purpose of therapeutics or to determine the pathogen status of plants intended as nuclear stock is allowed as a supported Network cost. This includes conducting methods development studies that compare the efficacy of HTS against other diagnostic technologies but only to the extent that such studies are conducted for known pathogens of concern to industry. Network resources may not be used for comparison studies intending to pursue novel or unknown pathogens.

### F. Program Activities for which Network Funding is Not Allowed

- **Construction**; though the Network will consider minor, appropriate retrofitting of existing facilities to meet quarantine compliance regulations or otherwise support of the program mission.
- The Development and Support of State **Nursery Certification Programs**. Such support, however, is available through other parts of the Plant Protection Act, Section 7721.
- **DNA Fingerprinting**; the Network recognizes the importance of maintaining and verifying clonal plant identity; however, DNA fingerprinting efforts may not be supported through this RFP.
- **Basic Research**; though funding may be used for methods development when the outcome impacts immediate delivery of clean plants to users.
- Funding requests that are intended to **replace existing funding with public funds** resulting in the redirection of those funds from the applicant for the furtherance of activities supporting diagnostics, therapeutics, or the establishment of foundation plantings.
- **G-2 Foundation** support; the Network may, however, consider supporting foundations where plant material is cleaned at one location, but material is maintained locally elsewhere in G-1 ‘like’ conditions for specialized service to local industry. This exception does not include blocks intended for general increase.
- **High Throughput Sequencing (HTS) Comparison Studies for the express pursuit of unknown or novel pathogens for purposes of academic study**; Network resources may not be used for comparison studies on novel or unknown pathogens, or for diagnostics to search for ‘unknowns’ as an academic pursuit. Such use of HTS is outside of the scope of this program.
- **Surveys**; Network resources may not be used for pathogen surveys in plant collections, nurseries, or other holdings, except in support of diagnostics conducted on plant material intended for submission to the Network for potential therapeutics and in clean plant foundations to help ensure for knowledge on the foundations pathogen status.
- **Diagnostics when not directly connected with the mission of NCPN**; Network resources may not be used for diagnostics if the primary purpose is only to satisfy Federal or State importation or exportation regulatory requirements but is considered reasonably distant to the primary programmatic mission of NCPN; which is to conduct diagnostics to produce clean plants.

## FY 2021 - Request for Proposals – NCPN

### G. Program Merits

The proposal should offer merit relative to the implementation of the Network in several ways, including, but not limited to the points explained below.

- Determine and demonstrate practical relevance of the project to actual deliverables needed by nurseries and growers, especially regarding their need for rapid access to safe, clean plant material.
- Show adherence to the goals and priorities established by the Network and its stakeholders.
- Have been pre-reviewed and considered by the appropriate specialty crop clean plant network governing body for network relevance, coordination, prioritization, and harmonization. The Proposal should also indicate how the project is harmonized with others in the respective network and its relevance to advancing the interests of the network specifically and the Network in general.
- If a Network-focused specialty crop governing body is not yet formed, indicate what measures the Applicant plans to take, or the measures already being undertaken by others to help form such a body, including potential cooperators.
- Identify the issues or obstacles that are going to be addressed or evaluated in the project and a plan to offer solutions.



## Part II. Award Information

**A. Total Available Funds:** Anticipated at a base of not less than \$5,000,000. The actual amount to be made available is dependent on the actual amount of funding made available through USDA for the purposes of the Network including its Cooperative Agreements program.

**B. Funding Uncertainties:** NCPN's Cooperative Agreement program funding under this Request for Proposals is only available in FY 2021. Additionally, if during FY 2021 it is determined that the Network's funding is not available for obligation by USDA for the fiscal year (FY), USDA is under no obligation to fund any proposals submitted under this Request for Proposals.

**C. Competitive Process:** The Network's Cooperative Agreement Program conducted under this Request for Proposals is a competitive process and the funding of any submitted proposals is at the discretion of USDA in consultation with the Network's Governing Board which forms its proposal review panel.

**D. Anticipated Award Funding Amounts:** Approximately \$10,000 - \$1,250,000

**E. Anticipated Award Start Date:** July 1, 2021

**F. Period of Performance:** Funding is awarded for a single year on average with the option to extend longer if USDA determines the request to be acceptable.

## FY 2021 - Request for Proposals – NCPN

**G. Type of Assistance Instrument:** Cooperative Agreement

**H. USDA/APHIS Role:** USDA/APHIS/PPQ will administer the Cooperative Agreements on behalf of the Network's Federal Partners. The Network's Federal Partners include USDA's Agricultural Research Service (ARS), the National Institute for Food and Agriculture (NIFA), and the Animal and Plant Health Inspection Service (APHIS). They will provide advice to the project coordinators, track funding, receive and review progress reports, offer comments and suggestions, track project performance, and meet with cooperators as often as necessary to ensure progress in accomplishing the goals of the project, identifying obstacles, and resolving concerns.



### Part III. Eligibility Information

**A. Eligible Applicants:** Land Grant Universities, Non Land-Grant Colleges of Agriculture, State Agricultural Experiment Stations, State Governments and Federal Government Agencies with preference given to institutions or agencies with existing and established facilities and capability to conduct plant pathogen molecular diagnostics, apply therapies, and establish and maintain foundation/nuclear blocks of clean plant material.

Priority shall be given to applicants that work through established Network governing bodies to prioritize components of their proposals and harmonize their proposals with others in their respective networks. Proposals must be submitted by authorized representatives of the institution or agency applying for assistance and the proposals must be in the format described in Part V.B.

Authorized representatives from institutions or agencies whose projects are considered for funding will be required to complete or adjust the application for Federal Assistance, including all associated forms required by USDA, and, if funded, sign a Cooperative Agreement.

**B. Cost Sharing, Matching, or Enumeration of Contributions:** It is preferred that projects have contributing funds, cost-shared by the applicant or in-kind contributions, including third-party in-kind contributions, or an enumeration of other funds available for program operations in addition to Network requested support. If funding needs are anticipated to continue for several years, provision of information as part of their proposal regarding the applicant's long-term funding needs, categories of anticipated funding needs, and information on any plans for attaining greater self-sufficiency is also required.



## Part IV. Proposal and Work Plan Submission Process

**A. Network Specialty Crop Governing Body Coordination Requirement:** All applicants for funding under the Network’s Cooperative Agreements program must show evidence that their proposals (including project proposals and work plans) have been submitted to an appropriate Network governing body for networking, prioritization, harmonization, and coordination with other proposals submitted covering the same crop. Evidence of such coordination is required at least in the form of a letter of support from the appropriate Network Governing Body specific to the applicant’s specialty crop focus area. In cases where an applicant is requesting Network support for work on specialty crops covered by more than one Network governing body evidence of coordination and support from all relevant specialty crop clean plant networks must be provided with the proposal.

**B. Electronic and Paper Proposal Submissions:** All applicants must individually submit their respective work plans and associated budget plans directly to the National Clean Plant (NCPN) network at [ncpn@usda.gov](mailto:ncpn@usda.gov). An exception is where one or more institutions choose to apply for consideration as a sub-grantee to a principal applicant. In such a case however, work plans and budget submissions traceable down to individual sub-grantee institutions are encouraged.

All applicants, or sub-grantees if several entities submit work plans under a single proposal coordinated by a lead applicant, must still complete individual work plans including content similar (or essentially equivalent) to the format provided in this Request for Proposals.

Applicants also have the option of sending paper renditions of the work plans and financial plans to NCPN at the address in Part VIII ‘Agency Contacts’ of this Request for Proposals.

**C. Proof of Proposal Coordination:** At their discretion, Network governing bodies may choose to submit all cooperator proposals under their review as a single package to the Agency Contacts listed below (Part VIII). The specialty crop governing bodies may also request that individual applicants directly submit their proposals electronically at [ncpn@usda.gov](mailto:ncpn@usda.gov) or to the Agency Contacts listed below (Part VIII).

In situations where the Network governing body chooses to forward all proposals submitted to it for networking, prioritization, harmonization, and coordination, the governing body may provide a single letter documenting the consultative process with all included proposals.

In situations where the Network specialty crop governing body suggests that individual applicants submit their proposals directly to USDA/APHIS, the Network governing body must provide the applicant with a letter documenting the consultative process. Applicants submitting their proposals directly to USDA/APHIS should include a copy of any information provided to them from specialty crop governing bodies capturing the consultative process that was followed.

In cases affecting proposals where more than one Network governing body is relevant to a proposal, evidence of coordination and support by all relevant specialty crop clean plant networks must be submitted with the proposal. Such proposals may be coordinated and submitted to the Network by any relevant specialty crop clean plant network with necessary

## FY 2021 - Request for Proposals – NCPN

evidence of coordination and support by other such relevant bodies or as otherwise provided for in this Request for Proposals.

In cases where a specialty crop does not yet have an NCPN recognized governing body, but where one is being formed, evidence of network formation activities may be submitted by the applicants for NCPN Governing Board consideration.

**D. Pre-Proposal Review and Prioritization – A Suggested Model:** Based on the experiences of the Network’s Cooperative Agreement FY 2009-2012 and 2014-2020 process, the Network’s Governing Board makes the following recommendation for continuance of an improved proposal review process in this FY 2021 NCPN Cooperative Agreements program.

The Network’s Governing Board indicates that pre-proposal review, harmonization, and component prioritization by an existing Network specialty crop governing body, especially a specifically designated, industry-centered working group, would receive a high priority for funding consideration. Such a group designated to review pre-proposals should be composed of about 50% industry with other affected stakeholders; or some other industry-driven process designed to accomplish the same purpose. This serves to ensure that industry stakeholders have involvement in the pre-proposal development process and serves to provide the Network’s Governing Board with a high degree of confidence in the specialty crop governing body pre-proposal decision-making process, including proposal harmonization to help foster an efficient network system.

Additionally, the Network’s Governing Board, at its discretion, may seek further counsel from other members of the Network, or more broadly, regarding their thoughts, as part of a proposal review process, on the content or merits of any proposal submitted to the Network for funding consideration.

The specialty crop pre-proposal working group should also be engaged in a process of “prioritization.” The Network’s Governing Board finds this aspect of the pre-proposal stakeholder review process to be extremely useful. This process should not prioritize individual proposals against each other, but rather look at specific aspects of individual pre-proposal content and highlight the important parts of each proposal before the working group, ranking ‘components’ relative to importance and need for the whole of the specialty crop being considered. A ranking of ‘high’, ‘medium’, or ‘low’ priority is suggested. In the event that NCPN funding is insufficient, this process of prioritization will provide the Network’s Governing Board with crucial information “across all proposals” as to what the priority ‘components’ were for each of them. The Network’s Governing Board sees this as a truly ‘harmonizing’ process, honoring the submissions of each potential applicant and suggesting which components of each proposal are key consideration priorities.

For proposals including an Education/Outreach component, the Network’s Governing Board sees merit in coordinating this component of the proposal through the Network’s Education/Outreach Working Group to ensure that the request aligns with the general direction of the Network collectively as manifested through the actions of the working group.

## FY 2021 - Request for Proposals – NCPN

Evidence of compliance with this process should be submitted by specialty crop clean plant governing bodies in support of pre-proposals submitted to them for consideration.



### Part V. Proposal and Submission Information

**A. E-Mail Proposals:** Applicants should submit their work plans, financial plans, and any other associated documents to NCPN directly at [NCPN@usda.gov](mailto:NCPN@usda.gov) . Specifically, for this initial application stage, applicants need only complete a work plan, an associated financial plan, and along with evidence of compliance with the Pre-Proposal Review Process as indicated in Part V of this Request for Proposals, submit material to NCPN as indicated.

**B. Paper Proposals:** Applicants have the option to apply for NCPN funding consideration by sending a paper copy of their work plan, financial plan, and associated documents to NCPN at the address listed in Part VIII ‘Agency Contacts’ of this Request for Proposals.

#### **C. Continuing with an Application once a Work and Financial Plan is recommended by the NCPN Governing Board as further validated by USDA:**

Applicants should use the Project Work Plan format and associated Financial Plan format as noted in Part D. below “Content and Form of Application Submission”.

Since USDA APHIS has now moved towards utilization of the ezFedGrants process to finalize applications for NCPN funding, the other required application forms (SF-424, “Application for Federal Assistance”, SF-424A, “Budget Information – Non Construction Programs”, SF-424B, “Assurances – Non-construction Programs”, and SF-LLL, “Disclosure of Lobbying Activities”) can be completed electronically at a later date and shall only be necessary at that stage where an applicant’s work plan and financial plan has been recommended for funding by the NCPN Governing Board as further validated in a USDA APHIS Plant Protection Act Spending Plan for NCPN for FY 2021.

At that point, USDA APHIS will provide a link to successful applicants for continued processing of their applications using the ‘ezFedGrants’ process.

In the event that an applicant desires to obtain paper copies of the above-mentioned forms, they can be requested from the following address:

Mr. Dean Denham  
USDA APHIS Plant Protection and Quarantine  
Science and Technology  
920 Main Campus Drive, Suite 400  
Raleigh, NC 27606  
Phone: 919-855-7404  
Fax: 919-855-7480  
E-Mail: [Dean.Denham@usda.gov](mailto:Dean.Denham@usda.gov)

## **FY 2021 - Request for Proposals – NCPN**

These required forms can also be found at:

[https://www.aphis.usda.gov/aphis/resources/forms/sa\\_forms\\_by\\_category/ct\\_grant\\_application\\_forms](https://www.aphis.usda.gov/aphis/resources/forms/sa_forms_by_category/ct_grant_application_forms)

**D. Content and Form of Proposal Submission – Proposals / Work Plans**

---

**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:** \_\_\_\_\_

*Please complete each section explained on the following pages and maintain the numbering format on your proposal. Section VI, “Proposal Review Information” provides more details on the information requested and how it will be used to evaluate proposals for funding.*

*Content – Work Plans (Proposals) should be brief, focused, and specific to the needs of the applicant as transposed against the mission of the National Clean Plant Network. After a brief explanation of applicant purpose, mission, and methods, the focus of the work plan should be on clarity surrounding the details and specifics of the particular requests of NCPN including clarity on anticipated ‘deliverables resulting from NCPN support.*

*Work Plan Length – Excluding the cover page, applicants shall not exceed 15 pages (font 11, single spaced) in Work Plan length for proposals covering a single crop. For each additional crop the Work Plan may be increased by 5 pages up to a maximum not to exceed 30 pages for 4 covered crops or more. This limitation does not include any Federal application forms or proposal cover letters or appendices.*

## FY 2021 - Request for Proposals – NCPN

*Appendices – Applicants may submit documents as Appendices in support of their Work Plan in addition to the Work Plan page limitation. However, any submitted Appendices over 20 pages total may be assessed at the discretion of NCPN. This limitation does not include any letters and support information regarding process compliance or any submitted program or unit Business Plans, or Annual Entity Reports.*

*Format - It is very important that applicants keep to the suggested format for visual consistency in proposals; with any non-format data such as spreadsheets, charts, or graphs being submitted as Appendices.*

*Work Plan Table of Contents - Applicants may also include a Work Plan “Table of Contents” (also excluded from the page maximum count for Work Plan length).*

*Financial Spreadsheet Template – **Applicants are highly encouraged** to also submit their budget requests both in written form as part of the requested work plan and as an electronic Financial Plan spreadsheet. A spreadsheet template is available to applicants as a service to help formulate budget needs efficiently and to further help inform and facilitate the NCPN Governing Boards work in assessing the content of proposals. The spreadsheet template is available at the NCPN Federal website mentioned here:*

<https://www.aphis.usda.gov/plant-health/ncpn>

## FY 2021 - Request for Proposals – 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.*

#### **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.*

#### **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.*

#### **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.*

## FY 2021 - Request for Proposals – NCPN

### **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.*

### **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.*

### **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.*

### **Anticipated Accomplishments – 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*

*A document suggesting a performance report outline or template is available by contacting the NCPN Coordinator or the NCPN Administrative Support officer listed in Part VIII ‘Agency Contacts’ of this Request for Proposals.*

FY 2021 - Request for Proposals – NCPN

**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 Proposals':

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 \$ \_\_\_\_\_

## FY 2021 - Request for Proposals – 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.*

*Note: In order to claim indirect costs a current negotiated indirect cost rate agreement must be in place and a copy provided to APHIS at the time of award.*

*\*\*\*Indirect Costs – 15% limitation: Plant Protection Act restricts indirect costs charged against a cooperative agreement under Section 7721 (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. This amount may also be calculated as approximately 17.647% of Total Direct Costs.***

*The applicant must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its recognized Federal agency, when indirect costs are assessed in the budget.*

### **Data**

[To be included in all submitted work plans].

The United States 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 United States 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.

### **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.*

## FY 2021 - Request for Proposals – NCPN

*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.*

*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, Room 435, Raleigh, NC 27606  
Phone: (919) 855-7447  
Fax: (919) 855-7480  
E-Mail: [Erich.S.Rudyj@usda.gov](mailto:Erich.S.Rudyj@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@usda.gov](mailto:Tammy.Kolt@usda.gov)



*Work Plan Template – A template of the aforementioned work plan can be found at the NCPN Federal website mentioned here:*

<https://www.aphis.usda.gov/plant-health/ncpn>

*Financial Plan Template - A template of the aforementioned electronic financial plan can be found at the NCPN Federal website mentioned here:*

<https://www.aphis.usda.gov/plant-health/ncpn>

## FY 2021 - Request for Proposals – NCPN

### E. Application Forms – Subsequent ezFedGrants Process:

*The initial application to NCPN for funding recommendations, with a deadline to NCPN as indicated in Part V Section D below, need only include a work plan, a financial plan as indicated in this Request for Proposals as well as any appropriate support documentation such as information issued under authority of an NCPN Specialty crop Governing Body indicating participation in the recommended pre-proposal review process.*

*Applicant subsequently recommended by the NCPN Governing Board, as further captured in a USDA APHIS Plant Protection Act Spending Plan for NCPN for FY 2021, for further consideration will then be sent a link to the ezFedGrants website to conclude the application process.*

### F. Submission Dates and Times, including Other Relevant Dates:

- **RFP Open Period:** The Program will accept proposals for 12 weeks; from July 16, 2020 – October 9, 2020
- **Deadline for Submission of Proposals:** 11:59 pm (U.S. Hawaiian Time Zone) October 9, 2020 for submission either to the NCPN email address at [NCPN@usda.gov](mailto:NCPN@usda.gov) or by mail. If e-mailed, the package must be received by USDA/APHIS by the deadline. The e-mail address to use is: [NCPN@usda.gov](mailto:NCPN@usda.gov). If mailed with an appropriate carrier, the package must be postmarked by the deadline.
- Submission: Proposals should be submitted electronically to the e-mail address cited in this announcement or mailed with an appropriate carrier to the physical address cited in this announcement.
- Evaluation and Selection: The evaluation and selection of proposals is anticipated within 45 days of the application deadline. Following the selection process, all applicants will be notified whether their proposal will be funded. The evaluation committee reserves the right to suggest modifications to the proposal and associated budget.
- Allocation of Funds: Unless otherwise indicated, funds will be allocated for a 12-month period beginning on the date indicated in the Notice of Award.

### G. Intergovernmental Review – IMPORTANT:

At the time that applicants apply for Network funding support it is highly encouraged that they also initiate this process, if applicable in their State, as satisfactory compliance with the process can take up to 60 days for new projects and 30 days for continuation projects.

For FY 2021, the Intergovernmental Review Process (CFDA 10.025) under which NCPN falls, 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

## **FY 2021 - Request for Proposals – NCPN**

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: <http://www.whitehouse.gov/omb/grants/spoc.html>. For those applicants that have this process in their state, submit your proposal to the SPOC simultaneously to submitting to APHIS. Failure to meet with this requirement will result in a rejection of your proposal. A copy of the SPOC waiver or approval letter will be required at the time the award is made.

### **H. Funding Restrictions:**

Project funds must be obligated by the recipient within 12 months from the date the funds are made available by USDA APHIS (the date of approval on the Notice of Award) unless otherwise stated in the Notice of Award. Construction and other activities prohibited under this RFP are not authorized.

As part of the final application process, applicants must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its recognized Federal agency, when indirect costs are assessed in the budget. Eligible cooperator's assessment of indirect costs are limited to not more than 15% of total agreement costs or the application of their indirect cost rate agreement, or other Regulatory provisions, whichever is less.

### **I. ezFedGrants – An Explanation of the Continuing Process:**

All applicants with work plans and associated financial plans submitted under this Request for Proposals and subsequently recommended by the NCPN Governing Board for funding, as further validated in a USDA APHIS Plant Protection Act Spending Plan for NCPN for FY 2021 for further consideration, will then be sent a link to the ezFedGrants website to conclude the application process.

USDA APHIS recently adopted ezFedGrants to finalize applications recommended for NCPN funding. Applicants with finalized/approved proposals will be sent a link by NCPN to the ezFedGrants management site. Successful applicants cannot take any further action to process an agreement until the NCPN Governing Board has recommended a proposal for funding, as further validated in a USDA APHIS Plant Protection Act Spending Plan for NCPN for FY 2021 for further consideration. At that time, USDA will create an application 'opportunity' in the ezFedGrants system, and send a link to successful applicants and/or their designated agreements staff person for further processing.

## FY 2021 - Request for Proposals – NCPN

Prior to receiving an application specific link to ezFedGrants, applicants can take several preliminary steps to get prepared for the using the ezFedGrants application:

- Contact the applicant entities agreements staff who will be assisting the Principle Investigator and inform them of the need to use ezFedGrants and to obtain a level 2 e-authentication to access the system ([https://www.nfc.usda.gov/FSS/Training/Online/ezFedGrants/Resources/JA-Request\\_eAuthentication\\_Level2.pdf](https://www.nfc.usda.gov/FSS/Training/Online/ezFedGrants/Resources/JA-Request_eAuthentication_Level2.pdf))
- Visit the ezFedGrants '*Frequently Asked Questions*' for basic information about the system ([https://nfc.usda.gov/FSS/Training/Online/ezFedGrants/Resources/FAQ-eFG\\_Introduction.php](https://nfc.usda.gov/FSS/Training/Online/ezFedGrants/Resources/FAQ-eFG_Introduction.php)).



## Part VI. Proposal Review Information

### A. Criteria

In reviewing submitted proposals for NCPN funding consideration, The NCPN Governing Board, which reviews proposals and make funding recommendations, considers the following items as part of their review process:

**Goal Alignment:** Proposals are assessed on how closely they align with the stated mission and goals of NCPN. Applicants are requested to clearly state how their requests align with particular note in cases of program goal diversity, networking, and inclusiveness.

**Stakeholder Participation and Focus:** Broad stakeholder participation in projects is encouraged and evidence of this should be captured in a proposal. Realistically projected information on program deliverables impacting nurseries, growers, and other users of clean plant material is encouraged. Impacts of the project on industry should be noted and explained.

**Governing Bodies and Harmonization:** Networking is one of the hallmarks of NCPN, in part manifest through NCPN-focused specialty crop governing bodies and their activities to coordinate proposals within their respective crop groups for Network consideration. Proposals that are discussed and harmonized among clean plant centers working on the same crop groups are encouraged and given priority funding consideration.

**Overall Merits of Projects – Scope of Work and Methodology:** The merit and value of projects as they relate to the implementation of Network operations and initiatives is among the most important of sections when evaluated for consideration. Thorough applicant respond to each question/statement as listed in the proposed Proposal Work Plan (as provided for beginning on page 25 of the RFP), of this announcement is important; specifically:

#### **1. Introduction and Summary:**

Provide a brief overview of the project, highlighting its significance and how it will enhance the implementation of the Network.

#### **2. Purpose and Objectives:**

Clearly explain the objectives of the project.

#### **3. Scope of Work, Methodology/Approach, and Expected Deliverables:**

Clearly describe the scope of work of the project including a comprehensive description of the methodology/approach to be used and the products or services to be delivered, including amounts and times.

## FY 2021 - Request for Proposals – NCPN

Note that the primary components of the Network include: 1) Project Operations, 2) Network Governance, and 3) Special Initiatives such as Planning; Methods Development, Education, Outreach, and Communications; Economics; Quality Assurance/Quality Control; and others.

- **Project Operations**: The primary goal of the Network is to support and enhance a network of facilities needed to test and provide therapy for high value specialty crop clones and to establish mother/foundation blocks. The highest priority in the NCPN is placed on the provision of such material in agreed to amounts and time, and to make the material available to nurseries for increase and ultimate provision to growers.
- **Network Governance**: Support shall be prioritized to those projects that seek to establish and administer (or otherwise operate under existing) specialty crop focused clean plant network governance bodies. These bodies are stakeholder driven and must include clean plant centers to conduct diagnostics and therapeutics as well as industry stakeholders and other associated associations and governmental staff. One of the primary purposes of such specialty crop clean plant networks is to harmonize and coordinate individual project funding requests to ensure for maximum, complete coverage of national needs while reducing unnecessary overlap.
- **Special Initiatives**: Programs in support of the mission of NCPN include initiatives such as planning, methods development, education, economics, quality, and others.
  - **Planning**: This may include strategic, business, succession, organizational, communications, and other aspects of planning. Support for planning that aligns with the overall mission of the Network is encouraged.
  - **Methods Development**: Projects may be supported to develop or improve methods needed to test and provide therapy for infected plant material proposed for entry into the program. Support may also be considered for activities involving the development of standards and guidelines.
  - **Education, Outreach, Extension, and Communications**: Consideration is given to projects that, in working in collaboration with the Network's Education/Outreach Working Group, develop aspects of NCPN education, outreach, and extension concepts and materials for use with nurseries and growers. This should include partnerships with and among land-grant and other university-based extension, outreach, and education services and should include interaction with commercial nurseries, industry associations, and growers. The focus should be on ensuring for the successful development of NCPN education products and services encouraging the use of clean plants by industry and other users.

Projects could include an outreach component that supports communication between the project and nurseries, growers, and other stakeholders. This could include an explanation of the networking infrastructure (producer organizations, extension, etc.) that will be utilized to achieve an outreach program. Applicants seeking such support should identify and describe how they intend to “deliver” the message and materials. Explain how the industry will gain a better understanding of the NCPN as a result of the project and how the project will be harmonized, coordinated, and communicated among stakeholders. Also, applicants could explain what sort of feedback shall be solicited and how the

## FY 2021 - Request for Proposals – NCPN

feedback will be shared with the Network’s Governing Body to improve future projects and communication efforts.

- **Economics:** The Network sees economic studies as being crucial to better understanding and communicating with industry regarding the value of using clean plant material. The establishment and utilization of a Network Economics Working Group and studies associated with such a group are encouraged.

**Quality Coordination and Management:** The Network sees Quality Coordination and Management of the Network and its associated components as an important process in support of ongoing program activities, improvements, assurances, and controls. The establishment and utilization of a Network Quality Working Group and associated activities, including quality management activities at the level of Clean Plant Centers is encouraged. This could include the establishment of an NCPN program quality plan, the development of standards, quality training programs, support for quality management initiatives at clean plant centers, recommendations for program quality assurances, reviews, and controls, and linkages with similar organizations also engaged in quality initiatives for purposes of sharing information and possible program synergies.

Additionally the inclusion of program performance benchmarks and timelines as established in proposals for product deliverables is required of all applicants seeking NCPN financial support.

### 4. Project Administration:

- **Budget:** Budgets must include only those costs that are allocable and allowable per relevant OMB guidance available at:  
[http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html)  
Budgets must be complete, with sufficient details, and clear enough to allow the proposal reviewer to understand what is being requested, to be able to comprehend its purpose and why it is being requested, at what magnitude or quantity.
- **Milestones/Time Tables and Performance Measures:** Applicants must establish and present milestones (key activities) with target dates for accomplishing each. The milestones must correlate to the project’s objectives and desired results. The proposal must provide specific measurable objectives in the proposal, including initial implementation goals. This information will be a priority in the evaluation of the proposal. The specific performance measures will be used to evaluate the success of the project. Include how each element will be measured. It is critical for the proposal to have well defined performance measures.
- **Business Plans or Annual Entity Reports and 5-Year Program and Fiscal Plans:** Applicants seeking Network support that also have established business plans or issue annual entity reports for their operating units are requested to attach

## FY 2021 - Request for Proposals – NCPN

such documentation to their proposals as an appendix. The Network hopes to use this information to better understand the operating environment of each entity seeking Network support. Additionally, applicants should prepare and provide 5-Year Program and Fiscal Plans that explains, in synopsis, programmatically and fiscally where their program is now, how they anticipate their programmatic and fiscal needs to change annually for the next 5 years, and how they anticipate that the Network might engage with them in this evolutionary process. High consideration is given to such attachments.

---

### **B. Review and Recommendation Process**

USDA/APHIS/PPQ in collaboration with USDA/ARS and USDA/NIFA as represented by the members of the Network's Core Working Group is responsible for the ultimate approval of projects that will be recommended for funding through cooperative agreements. They shall be assisted in their task by the members of the Network's Governing Board that shall form as the selection panel to participate in the evaluation and recommendation process of Network funding proposals. The panel composed of Federal and State employees shall make the primary recommendation of projects for funding and shall submit their decisions to USDA for final ratification. They may seek counsel from subject-matter experts as appropriate. The Network's Governing Board members are selected based on their knowledge of clean plant, germplasm, and plant health regulatory issues. Individuals on the panel will have no association with any proposal that is being reviewed. In the event of a real or perceived conflict of interest, a panel member shall recuse themselves as appropriate. USDA/APHIS/PPQ has final funding obligating authority in determining which projects are funded for this initiative.



## Part VII. Award Administration Information

### A. Award Notice

Proposals selected for funding will be notified by email, phone, or by mail after the selection and other USDA required processes are complete. Furtherance to finality of the application process in ezFedGrants will then be required. Subsequently, the signature of the authorized agent and APHIS' authorized official on all required paperwork will finalize the cooperative agreement.

E-Mail notification or a letter will be mailed to all other applicants not recommended for funding on approximately the same date the selected applicants are first notified.

### B. Administrative and National Policy Requirements

Access privileges to national databases provided to cooperators by USDA APHIS will be given only to specific individuals specified in the agreements and must not be shared with any other individual, organization, company, or other entity. Plant health data specified under the agreement that are collected under the terms of the agreement are to be provided to APHIS in accordance with the data transfer protocols required by the national databases.

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.

### C. Reporting

The Project Administrator will provide to the APHIS authorized representative **quarterly** accomplishment reports on program activities outlined in this application. The reports will be used by APHIS to verify compliance with provisions of this **Agreement**. These reports are due **no later than 30 days** after the end of each Federal fiscal quarter except the final report which is due **no later than 90 days** after the **Agreement** expires or terminates. Extensions of time to submit accomplishment reports are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.

*Accomplishment Report Template – A template of the aforementioned accomplishment report can be found at the NCPN Federal website mentioned here:*

<https://www.aphis.usda.gov/plant-health/ncpn>

The Project Administrator will provide to the APHIS authorized representative a properly certified **quarterly** Federal Financial Status Report, SF-425, **no later than 30 days** after the end of each Federal fiscal quarter and a final SF-425 **no later than 90 days** after the **Agreement** expires or terminates. Any requests for an extension of time to submit the SF-425 must be made

## FY 2021 - Request for Proposals – NCPN

in writing to APHIS' authorized representative before expiration of the initial 30 or 90 day period allowed for submitting the report. Extensions of time to submit the SF-425 are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.



### **Part VIII. Agency Contacts**

***For questions of NCPN programmatic content, please contact:  
(To submit a proposal by mail, use this address.)***

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

***For NCPN administrative questions, please contact:***

Ms. Tammy Kolt, Administrative Support – NCPN Management Team  
National Clean Plant Network  
USDA, APHIS, PPQ, Plant Health Programs (PHP)  
Quarantine Policy, Analysis and Support Staff  
Accreditation, Certification, and Networking Services  
4700 River Road, Room 5C.03.41, Riverdale, MD 20737  
Phone: (301) 851-2160  
Fax: (301) 734-5269  
E-Mail: [NCPN@usda.gov](mailto:NCPN@usda.gov)

***For Cooperative Agreement proposal and administrative questions, please contact:***

Mr. Dean Denham  
USDA APHIS Plant Protection and Quarantine  
Science and Technology  
920 Main Campus Drive, Suite 400, Raleigh, NC 27606  
Phone: 919-855-7404  
Fax: 919-855-7480  
E-Mail: [Dean.Denham@usda.gov](mailto:Dean.Denham@usda.gov)



## FY 2021 - Request for Proposals – NCPN

### Part IX. Other Information

If in FY 2021 the Federal budget contains funds for additional support to NCPN for Cooperative Agreements, NCPN may at its discretion follow requirements similar to this Request for Proposals (RFP) as modified or otherwise adjusted in distributing such funds. The Network may request that stakeholders provide feedback regarding this RFP for use in improving any future announcements.

USDA is neither obligated to make any award as a result of this Request for Proposals nor to make any changes to future announcements. Only the USDA APHIS Authorized Departmental Officer (ADO) 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.



**Criteria for the addition of new crop groups into the USDA National Clean Plant Network (NCPN)**

**Purpose:**

*With this Appendix, the National Clean Plant Network (NCPN) provides criteria for the entry of new crop groups into the Network. Individuals who would like to propose the entry an additional crop group should draft a crop entry recommendation, citing specific criteria below that apply, and then forward that proposal to NCPN Management Team at: [ncpn@usda.gov](mailto:ncpn@usda.gov). Please note that you will also have to complete a full proposal with work plan and detailed budget during the Request for Proposals (RFP) period.*

**Background:**

The Network is currently comprised of seven crop taxa organized as follows:

1. Fruit and Nut Trees --- stone and pome fruits in the genera *Malus*, *Prunus*, and *Pyrus*. This includes ornamentals as well as fruit bearing trees and nut trees in the genus *Prunus*.
2. Grapes --- all fruit and ornamentals in the genus *Vitis*, including the muscadine grapes.
3. Hops --- *Humulus lupulus* and its associated varieties.
4. Berries --- members in the genera *Fragaria* (Strawberry), *Rubus* (Raspberry, Blackberry, and other bramble/cane fruit), *Vaccinium* (Blueberry and Cranberry), *Ribes* (Currant and Gooseberry), *Sambucus* (Elderberry) and edible *Lonicera* (Honeysuckle).
5. Citrus --- including members of the genus *Citrus* and related genera in the Rutaceae as determined by the needs of industry.
6. Sweet Potato --- *Ipomoea batatas*, both edible and ornamental varieties.
7. Roses --- all members of the genus *Rosa* as requested by industry.

**New Crops:**

Individuals in the existing seven Network crop groups actively worked to form and launch the clean plant program during 2005-2008. From this perspective, these crops were selected based on the input from their respective industry, university and state cooperators. These taxa are economically important and are known to have high-consequence, propagation-transmissible pathogen threats. Since the Network's inception a decade ago, Network managers have occasionally received inquiries from individuals seeking information about the criteria under which other crops may seek entry into the Network:

## FY 2021 - Request for Proposals – NCPN

### **Criteria for New Crop Entry into the Network:**

Network participants and managers have operated under stated or assumed criteria under which crops and associated clean plant facilities can seek entry and support. When drafting a recommendation for new crop entry into the Network, individuals should confirm and explain how the target crop meets the following entry criteria:

- Specialty Crop Requirement:
  - Supported crops must be defined as a specialty crop under the Specialty Crops Competitiveness Act of 2004; 7 U.S.C. 1621 note; Public Law 108-465).
  - Please see <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop> for more information.
  
- Prohibited Crops:
  - Priority for NCPN entry and support is given to specialty crops that would be restricted in importation unless initially processed through a clean plant center capable of handling potentially infected plant materials. This priority focus does not preclude similar plant varieties from being submitted from domestic sources such as germplasm or other collections.
  
- Applicant Entity Eligibility:
  - Financial support from the Network is limited to the following entities that serve as clean plant centers or program cooperators:
    - Land-Grant Universities
    - Non Land-Grant Colleges of Agriculture
    - State Agricultural Experiment Stations
    - State or Local Governments
    - Federal Agencies
  
- Industry Focus:
  - Priority is given to specialty crops and associated clean plant centers that become part of the Network and conduct diagnostics and therapy on select specialty crops plant material requested by industry. Additionally, support is provided for the establishment and maintenance of this material in G-1 foundation/nuclear/mother blocks.
  
- Existing Facilities:
  - Preference is given to institutions or agencies with existing and established facilities associated with clean plant programs and the capability to conduct plant pathogen molecular and biological diagnostics, apply therapies, and to establish and maintain foundation/nuclear blocks of clean plant material.

## FY 2021 - Request for Proposals – NCPN

- Program Circumscription and Operations:
  - The purpose of NCPN is to support clean plant centers engaged in diagnostics with the intent of conducting therapeutics as necessary followed by the establishment of clean plant material in foundations for recurring distribution to the public or owners.
  - Network funding is targeted to programs that diagnose and treat against vegetatively-propagated, graft-transmissible plant pathogens, and establish ‘clean plant’ foundation/nuclear plantings, including those maintained by governments, land grant universities, or non-land-grant colleges of agriculture.
  
- New Crop Self-Advancement and Readiness:
  - New crops seeking NCPN support should have advanced sufficiently with basic research needed to develop diagnostic tools, therapeutic capabilities, and foundation concepts to readily capitalize on inclusion in NCPN and associated NCPN support to ‘operationalize’ research already conducted. This would include at least a basic understanding of pathogen pressures on that crop and associated impacts, an understanding of needs, and a prioritization on how NCPN support might best be used in addition to other sources of funding already available for the clean plant support of the specialty crop.
  
- Program Governance and Administration:
  - Since the purpose of the program is to establish a ‘network’, representatives of all specialty crop groups seeking NCPN entry support must form, or be in the process of forming, an inclusive ‘Governing Body’ to administer activities covering clean plant needs for that crop.
  - The forming Governing Body must have a Chair, Vice-Chair, and an Administrative Coordinator.
  - Members of the Governing Body must operate under a self-administered Charter, and be composed of voting members representing science, education/extension, the regulatory community, and relevant industry. Such members must include, or at least reach out, to all known facilities engaged in the ‘clean-up’ of the crop in question with the intent of ascertaining the full scope of a network in support of clean plant activities associated with the specialty crop.
  - These Governing Bodies meet regularly and help the Network establish priorities and harmonize proposals. These Governing Bodies also work with each other to understand and harmonize needs across the entire Network.
  - As appropriate, the representatives of a new crop seeking NCPN entry and support can petition an existing Governing Body to expand its Charter to include the new entrant as appropriate.
  
- Program Clean Plant Center Inclusiveness:
  - The representatives of all crop groups seeking NCPN inclusion and support must include, or at least reach out, to all known domestic facilities engaged in the ‘clean-up’ of the crop in question.

## FY 2021 - Request for Proposals – NCPN

- *Propagatively Borne Pathogens:*
  - Network program funding primarily targets propagatively-transmitted plant pathogens (graft-transmissible plant pathogens) found in specialty crops that are vegetatively propagated.
  - Network support is largely focused on mitigation of plant disease caused by viruses and related organisms; however, clean plant facilities in the Network are also authorized to work on other pathogens as necessary to ensure for the health of their foundation stocks.
- *Characterization of Pathogen Threat:*
  - When proposing a new crop group, representatives should be able to characterize pest threats to existing plantings (within the same specialty crop, or across specialty crops for certain pests) from especially injurious or fast-moving pathogens that may be targeted by a clean plant program; as well as demonstrate that the pest threats are of a nature that exclusion/prevention/control through individual grower initiatives are not practical or possible.
- *Phytosanitary Trade Implications:*
  - Network support is directed to specialty crops with significant phytosanitary trade implications (risks or benefits, import or export) that may be created or resolved through a coordinated clean plant network approach.
- *Characterization of Farm-Gate Value:*
  - Individuals recommending a new specialty crop seeking NCPN entry and support should characterize the farm gate value of nursery stock produced annually for the specialty crop and whenever possible, the farm gate value of commodity itself (e.g., fruit) produced by the industry or its associated products.
- *National Clonal Germplasm Repositories:*
  - Priority is given for those specialty crops that are or could be associated with an existing USDA supported national Clonal Germplasm Repository which could serve to house such plants in the event that clean stock is no longer requested regularly from an NCPN supported foundation yet it is advisable to retain the germplasm.
- *Nursery Certification Programs:*
  - Priority is given to the diagnostics and therapy for specialty crops where there is expressed interest from state governments to support state certification or related programs for nurseries and growers.

## FY 2021 - Request for Proposals – NCPN

- NCPN Program Support:
  - NCPN funds should not be used to replace other sources of funding already ascribed to a program.
  - NCPN support should be considered supplemental to other streams of funding already supporting a new specialty crop clean plant initiative.
  - The Network encourages applicants for entry and funding to seek and secure program funding and income generating opportunities in addition to those funds requested from NCPN.
  - Representatives for new specialty crops seeking NCPN support should characterize its plan for program support and sustainability, and the role that NCPN support plays in the plan.
  
- Prohibition on the Use of NCPN Funds:
  - NCPN funds may not be used to support certain activities, including:
    - Routine diagnostics or other activities to support initiatives other than those that are core to the mission of the Network.
    - Construction projects.
    - Nursery certification programs.
    - Basic research initiatives.
    - General surveys for plant pathogens in nurseries, grower's fields, similar situations, or in the environment.
    - Trueness-to-type plant evaluations.

