

National Clean Plant Network (NCPN) Cooperative Agreement Program

WORK PLAN FORMAT	
Cover Page	<p>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):</p> <p>Name, Title, and Signature of the Official Authorized by the Institution/Agency to Apply for Federal Financial Assistance:</p> <p>Date:</p>
<p><i>Please complete each section explained on the following pages and maintain the numbering format on your proposal.</i></p>	
Content	<p><i>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 if applicable, the focus of the work plan should be on clarity surrounding the details and specifics of the particular requests of NCPN <u>including</u> clarity on anticipated 'deliverables resulting from NCPN support.</i></p>
Work Plan Length	<p><i>Excluding the cover page, applicants <u>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 40 pages for 4 covered crops or more.</u> This limitation does not include any Federal application forms or proposal cover letters or appendices.</i></p>
Appendices	<p><i>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.</i></p>

Format	<i>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.</i>
Work Plan Table of Contents	<i>Applicants may also include a Work Plan “Table of Contents” (also excluded from the page maximum count for Work Plan length).</i>
Financial Spreadsheet Template	<p><u>Applicants are highly encouraged</u> 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.</p> <p>NOTE: Work plan and financial plan spreadsheet templates are available at the NCPN Federal website mentioned here:</p> <p>https://www.aphis.usda.gov/plant-health/ncpn</p>

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

FEDERAL FISCAL YEAR 2022 WORK PLAN			
<i>Name and Location of the Party Applying for Support</i>			
Name of Project Being Supported	<i>Provide a brief one or two sentence description of the proposed project for which funding is being sought.</i>		
Performance Period:	<i>Suggested time from the beginning to the end of the agreement. The timeframe should not exceed 1 year.</i>		
Introduction and Background – Focusing of a Relevant Problem or Need Only:	<p><i>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.</i></p> <p><i>Important Change: Unless an applicant is new and unknown to NCPN, basic applicant background, program history, project orientation, and extensive scientific or administrative methodologies are no longer required or requested. In this section and in the portions of the work plan below, keep proposals focused on:</i></p> <ol style="list-style-type: none"> <i>1) what are you doing,</i> <i>2) why is it important for the NCPN program to provide support,</i> <i>3) how are you <u>generally</u> going to go about your task (keep this portion brief)</i> <i>4) what are your anticipated ‘outcomes’, and</i> <i>5) what is the impact on industry or your other stakeholders.</i> <p><i>Program introductions, backgrounds, general applicant information, resumes, and reading lists are discouraged.</i></p>		
Alignment with the USDA and NCPN Strategic Goals and Objectives:	USDA Goal 2, Objective 3: <i>Protect agricultural health by preventing and mitigating the spread of agricultural pests and diseases.</i>	YES	NO
	APHIS/PPQ Goal 1, Objective 1.1: <i>Strengthen PPQ’s pest exclusion system; by creating a more integrated and effective pest exclusion system.</i>	YES	NO
	NCPN Goals and Objectives: <i>Please refer to Part 1, Section C of this request for Proposals and indicate the NCPN Goals and Objectives being addressed under the submitted work plan for NCPN support. List the NCPN Goal and NCPN Objective (Repeat as often as appropriate)</i>		
Stakeholder Participation and Industry Focus	A. Stakeholder Participation: <i>Provide a very brief indication of the organizations collaboratively involved with the applicant in activities carried out through this proposal and explain their involvement.</i>		

**FEDERAL FISCAL YEAR 2022
WORK PLAN**

Name and Location of the Party Applying for Support

<p>Stakeholder Participation and Industry Focus (cont)</p>	<p>B. Industry Focus: <i>Indicate the industry or industries being served because of the products generated through this project. As applicable, also indicate the 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.</i></p>
<p>Project Goals and Objectives</p>	<p><i>Information here should be hinged to the applicant listed NCPN Goals and Objectives being addressed under the work plan. 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.</i></p>
<p>Project Milestones</p>	<p><u><i>Milestones, Time Tables and Performance Measures:</i></u> <i>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.</i></p>
<p>Plan of Action</p>	<p><i>Provide a brief but comprehensive description of the program proposed for funding. <u>Specific methodologies are no longer requested</u>; just a brief description of: 1) what is being done, 2) why it’s being done, 3) basically how it’s being done, 4) the anticipated ‘outcomes’ and impacts on industry and stakeholders, and 5) link the budget request specifically to ‘what is being done’.</i></p> <p><i>Important:</i> <i>Information on specific methodologies are encouraged <u>only</u> to the extent that they are necessary to clarify ‘what’, ‘why’, ‘how’ ‘outcomes, and ‘linkage to budgets’ or to better justify the request for resources. Any such submitted information <u>must</u> be kept brief and to the point.</i></p>
<p>Anticipated Accomplishments – IMPORTANT</p>	<p><i>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 <u>should include ‘outcome’ based information and, if applicable, indicate the quantity and type of deliverables anticipated as an ‘outcome-based’ deliverable to industry</u> under this project as well as the impact of producing and providing those deliverables.</i></p> <p><u><i>Important Change:</i></u> <i>In seeking past work plans, NCPN requested information on ‘Quantifiable Deliverables’ that were ‘output’ based instead of ‘outcome’</i></p>

**FEDERAL FISCAL YEAR 2022
WORK PLAN**

Name and Location of the Party Applying for Support

**Anticipated
Accomplishments
– IMPORTANT
(cont.)**

oriented. This included information such as number of plant introductions processed, the number and types of tests conducted, or the number of accessions or plants subjected to therapy.

Though important, NCPN is now moving forward and towards understanding the ‘outcome’ associated with such actions. As such, all stated NCPN project deliverable should do one or both of the following only:

- 1. Indicate both which one(s) and how specific ‘Outcomes’, ‘Action Items’ or ‘Timelines’ specified in the NCPN Strategic Plan FY 2021-2025 ‘Appendix’ are being satisfied.*
- 2. Indicate a quantifiable ‘industry focused outcome’ to actions undertaken and its associated impact on stakeholders. Examples might include:*
 - Number of New Releases (accessions) provided to Industry or other users*
 - Impacts on industry or stakeholders*
 - Amount of Material Planted or Maintained in Foundations*
 - Impacts on industry or stakeholders*
 - Number and Types of Clean Plant Units Distributed*
 - Impacts on industry or stakeholders*

Budget Plan

Provide budget details that reflect the anticipated 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':

CATEGORY	AMOUNT
<i>Salaries and Fringe Benefits</i> <i>(Applicants <u>must</u> 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, either specifically indicated or pro-rate the costs among the crop categories.)</i>	\$
<i>Equipment</i> <i>(Specify the type, number, and cost of each piece of equipment requested. If more than one crop is being serviced, specify or pro-rate the costs among the crop categories.)</i>	\$
<i>Supplies</i> <i>Indicate, in general terms only, the kinds of supplies for which support is being sought. If more than one crop is being serviced, specify or pro-rate the costs among the crop categories.</i>	\$
<i>Travel</i> <i>(Specifically indicate if travel is associated with servicing the diagnostics, therapeutics, and foundational needs of the project.)</i>	\$
<i>Travel</i> <i>(Indicate separately if travel support is being sought directly to attend NCPN Governing Body meetings; specifying the crop being serviced.)</i>	\$
<i>Travel</i> <i>(Indicate separately if travel support is being sought to service any NCPN Special Initiative; specifying (if known) the events for which support is being sought.)</i>	\$
<i>Printing/Publications</i>	\$
<i>Contracts and Other Services</i>	\$
<i>Other Costs (must be specified)</i>	\$
<i>TOTAL OF DIRECT COSTS</i>	\$
<i>Indirect Costs</i> <i>See additional information on indirect costs below</i>	\$
<i>TOTAL FUNDING REQUEST</i>	\$
<i>*Cooperator's Share as Manifest in Matching Funds</i>	\$

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

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.

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 similar to cost categories above.*

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 or Total Modified Direct Costs, whichever is applicable.***

NOTE: *To claim indirect costs, a current negotiated indirect cost rate agreement should be in place and a copy provided to APHIS at the time of award.*

If an applicant does not have a current negotiated rate (including a provisional rate), the applicant may charge a de minimis rate of 10%. (Please see 2 CFR 200, Part 414, paragraph (f) for details and exceptions).

**Principal Investigator and Other Contact Information
(Including APHIS/PPQ)**

Institution Name:	
Principal Investigator:	<i>Provide the name and all contact information for the primary cooperator contact person(s).</i>
Grants and Agreements Contact:	<i>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.</i>
Other Persons Crucial to this Program:	<i>Provide the name and all contact information for other persons crucial to this program needed to facilitate the agreement through the cooperator's process.</i>
USDA, APHIS, PPQ – Program Contacts:	
<p><u>The NCPN 'Raleigh, NC' Office:</u> Erich Rudyj, Coordinator USDA, APHIS, PPQ, Science and Technology, National Clean Plant Network 920 Main Campus Drive, Suite 200 Raleigh, NC 27606 Phone: (919) 855-7447 E-Mail : ncpn@usda.gov</p>	<p><u>The NCPN 'Riverdale, MD' Office :</u> Ms. Tammy Kolt, Administrative Support USDA, APHIS, PPQ, Science and Technology, National Clean Plant Network 4700 River Road – Unit 152, Riverdale, MD 20737 Phone: (301) 851-2160 E-Mail: ncpn@usda.gov</p>