

# Emergency Cooperative Agreement Guidance

## *Financing the Response: State/Tribal Information*

April 7, 2025

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Please note: These procedures may be revised as the situation develops.

### SUMMARY

The United States Department of Agriculture (USDA), Animal Plant and Health Inspection Services (APHIS), Veterinary Services (VS) enter into Cooperative Agreements (CA) annually with many State Animal Health Officials (SAHO) to support animal health surveillance, response, and preparedness activities. These agreements provide data entry and records management for surveillance programs; distribution and communication of animal health information, including awareness of foreign animal or emerging diseases; and disease response activities. An Emergency CA is simply an additional agreement/award between APHIS VS and SAHOs to assist with response activities that emerge during an outbreak/incident.

### FEDERAL EMERGENCY FUNDING

APHIS has a broad range of abilities to respond to a foreign animal disease (FAD) outbreak under the Animal Health Protection Act (AHPA), 7 U.S.C. 8301 et seq. The Secretary is specifically authorized to carry out operations and measures to detect, control, or eradicate any pest or disease of livestock, which includes poultry (7 U.S.C. 8308), and to promulgate regulations and issue orders to carry out the AHPA (see 7 U.S.C. 8315) to protect animal health, human health and welfare, economic interests of livestock and related industries, the environment, and interstate and foreign commerce.

### DEPARTMENT OF HOMELAND SECURITY (DHS)

The Department of Homeland Security (DHS) Stafford Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to the Federal Emergency Management Agency (FEMA) and FEMA programs. APHIS VS responses to animal disease outbreaks do **not** fall under the authority of the Stafford Act. To date, the Stafford Act has **not** applied to animal disease outbreaks, indemnity payments, or compensation for other related efforts.

### USDA APHIS EMERGENCY FUNDING REQUESTS

Depending on the type and size of an emergency response outbreak, APHIS VS may need to request emergency funding which requires approval from USDA, Office of Management and Budget (OMB), and U.S. Congress. APHIS' annual Congressional appropriation includes Contingency Funds (CF) which can typically support outbreaks costing less than \$1 million.

USDA emergency funding for Highly Pathogenic Avian Influenza (HPAI) is subject to the established process for foreign animal diseases, where, typically, APHIS contingency funds (CF) are used for outbreaks costing less than \$1 million and emergency funding requests, such as a Commodity Credit Corporation (CCC) requests, are used when more than \$1 million is needed for the response. Supplemental appropriations, which require approval from Congress, may also be sought. For more general information on funding during an animal health incident, please see the [FAD PReP SOP Overview of Finance](#) and the [FAD PReP Manual 1-0: Roles and Communication](#).

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## COOPERATIVE AGREEMENTS (CAs) WITH STATES

CAs are used by USDA to reimburse affected States for response activities that were rapidly performed upon confirmation of HPAI or other animal disease outbreaks. It is important to remember that only costs incurred as a direct result of the outbreak may be covered under Emergency response CAs.

CAs must include a Work Plan to outline the objectives, approach, anticipated outcomes of proposed activities, and the roles and responsibilities of all parties involved in the CA. The Work Plan should provide enough detail to explain how funds will enable the recipient and VS to accomplish the response, control, and surveillance of the outbreak. An example Work Plan can be found in [Appendix A](#).

A detailed Financial Plan should accompany the Work Plan and include budget categories (major object class codes). An example Financial Plan is shown in [Appendix B](#). To obtain a fillable template of the Financial Plan, please reach out to your VS Area Veterinarian in Charge (AVIC), who will likely become the CA Program Manager (PM). In the case of HPAI, Dr Patricia Fox is the primary CA PM.

To begin work **prior to a fully signed Notice of Award** being in place a **pre-award request must be submitted from the State to the VS PM**. This pre-award request holds no value and is not the determining mechanism for cost allowability. The pre-award only allows work to begin in absence of a signed agreement being in place. The pre-award period covers the first 90-days of the incident. For the HPAI agreements, a 90-day extension to the first pre-award period may be requested by written notification to the Agreements Specialist and Dr. Patricia Fox. There is a pre-award template on page 2 and 3.

**All State contracts, regardless of amount must be reviewed and approved in writing in advance of their execution.** This includes costs for all rental equipment, water trucks, carbon for composting, contract or temporary personnel, or **any** purchase or invoice that is expected to exceed \$5000; additional details are below in the Allowable Cooperative Agreement Costs section.

If the State would like to include in their Financial Plan any of the costs that require a prior written approval, submit the request to the Indemnity and Compensation Team using this email, [avianindemnity@usda.gov](mailto:avianindemnity@usda.gov) with a copy to the Program Manager and Grant Specialist. In the case of HPAI, Dr. Patricia Fox is the primary PM.

If the Indemnity and Compensation Team and/or the VS PM are not available for prior approval requests, please send the request, justification and expected costs to the National Incident Commander with a copy to the VS PM. In the case of HPAI, please email the NIC, the Agreements Specialist and Dr. Patricia Fox.

If there is a verbal approval or disallowance given, please recap the decision in an email to the NIC, and the VS Program Manager so there is a written record of the prior approval.

The work and Financial Plan, once created, are sent to the VS PM for review. The VS PM will coordinate the document review with the APHIS VS program epidemiology officer. In the case of HPAI, all documents are reviewed by Dr. Patricia Fox as the VS PM and the VS program epidemiology officer.

Send documents to the agreement staff at [VS.FiOps.ASC.Agreements@usda.gov](mailto:VS.FiOps.ASC.Agreements@usda.gov) with a copy to the Agreement Specialist. For HPAI documents include Dr. Patricia Fox, [patricia.e.fox@usda.gov](mailto:patricia.e.fox@usda.gov).

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#### ALLOWABLE COOPERATIVE AGREEMENT COSTS

Only costs incurred as a direct result of an emergency outbreak are reimbursable under an Emergency CA. In addition, costs incurred outside of the CA period of performance **cannot** be reimbursed. A variety of expenses may be covered, but it is important to note that one State being reimbursed for something does not ensure another State will be covered for the same expense. The scope, purpose, and related costs for individual Emergency CAs must be defensible and justifiable, as well as allowable, reasonable, and allocable.

Below is additional information regarding specific types of costs:

**Staffing:** Salaries of State employees working on an emergency response will **not** be covered by an Emergency CA. Only overtime for staff that work on the disease event is eligible for reimbursement to include overtime for laboratorians.

The hiring of temporary personnel to assist solely in the response activities **may** be reimbursed. **Prior approval** is needed by the VS Program Manager before the hiring of any temporary personnel.

If overtime is not allowed by State policy and the State allows compensation in another way based on written State policy for the hours worked over a straight 8 hours a day or 40 hours a week the State may request reimbursement for this incentive compensation. A written justification and a copy of the written policy is needed during the pre-award and budget negotiation period, and before the award is signed. Reimbursement for incentive compensation not identified in the negotiated award are unallowable. VS reference 2 CFR 200.430 for allowable personnel compensation.

**Travel:** Travel, housing, and reasonable per diem costs incurred by State employees responding to an emergency outside their normal districts may be covered. Recipients should follow their State written travel policies when calculating travel costs. If there is no State policy, Federal per diem rates should be used in the calculation of travel costs.

**Supplies and Equipment:** Personal protective equipment, cleaning and disinfection materials, shipping materials, swabs and biological media, and office supplies needed for the response may be covered under the Emergency CA. **Prior written approval is needed for single purchases costing over \$5,000.**

Carbon sources for disposal are allowable but require PRIOR approval to validate the cost per ton or cubic foot plus whatever trucking costs are requested. Reasonable landfill fees, incinerator fees and CO2 are allowable with the caveat that any cost over \$5,000 per item or per shipment needs PRIOR approval.

Large quantities of supplies such as PPE, foam concentrate, etc. should be ordered directly from the National Veterinary Stockpile.

Allowable costs are field supplies (not lab supplies) and cost to ship samples to NVSL for confirmation

**Communication and Information Technology:** Communication and information technology (IT) resources are only reimbursable if they are directly related to the emergency response. An example is a cell phone and computer for a temporary employee working on the active response.

When determining cost, the proportionate share of the use of the item or service should equate to the cost shown on the Financial Plan. For example, if 100% of the cost is requested on the Financial Plan, the item whether service or equipment, is required to be used 100% of the time on the emergency incident.

Procurement of new IT systems or investments such as major upgrades for existing State systems are **not** allowed.

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If a State needs to set up an Emergency Operations Center (EOC), the cost of leasing and outfitting a space with the appropriate furniture, storage space and IT equipment should **not** be added to the Emergency CA. Similarly, while APHIS VS will **not** pay for the cost of cell phones or lines already in place for normal use, additional lines, phones, or usage costs associated solely with the emergency outbreak may be reimbursable.

**Contracts:** As a last resort, APHIS VS provides direct contracts with service providers for response activities as needed. Registered Federal contractors may be used for activities such as landfilling, supplying carbon sources for composting, transportation, hazardous materials, and environment disposal.

Before a federal contract is requested, State representatives should determine if the owner/producer of the infected premise is capable and willing to perform depopulation and disposal and/or virus eliminations activities. The owner/producer will be offered a flat rate to perform these tasks. Keep in mind that producers/owners can either perform the work themselves or use their compensation to secure their own contractors. If the owner or producer is unable or unwilling to perform these tasks, then State representatives should make a concerted effort to find a local or regional contractors who can perform the work. As a last resort, APHIS will work directly with State officials and incident command to develop and execute a federal contract.

As previously stated, all State contracts must be reviewed and approved in writing in advance of their execution. **Contracts not approved in advance will NOT be allowed for reimbursement via the Emergency Cooperative Agreement. Rates for labor and equipment rental are subject to review and require written prior approval following the process described in Cooperative Agreements with States section, page 2.**

**Other:** Shipping of samples to NVSL, car washes for responding vehicles.

### UNALLOWABLE COSTS

Salary or regular time compensation for ANY State, County, or municipal responder, regardless of their regular duties.

PAPRs, cartridge-type respirators, or associated supplies

Personal clothing, such as coveralls, boots, sweatshirts, hats, non-disposable gloves, etc.

Food and drinks at Incident Command Post or in the field

Rental or leasing costs for State, County or municipal facilities or equipment

Construction or major rehabilitation of buildings

Land acquisition or leasing

Gravel and/or road access or improvements

Fencing

New or major upgrades to IT systems; new IT equipment for current employees

Printing or audiovisual for education materials, outreach materials or biosecurity signs. If a State has an Umbrella agreement inquire with the AVIC for allowance to use that funding for these types of materials.

Surveillance testing at the local NAHLN lab will be paid directly to the lab through a NAHLN agreement. Those testing costs are not allowed in the Emergency CA.

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**If there is a question on allowability or prior approval requirements, please reach out to the primary PM and the Compensation and Indemnity Team BEFORE a purchase or entering any contract.**

## COOPERATIVE AGREEMENT PROCESSES

Emergency CAs are processed through the [ezFedGrants](#) (eFG) on-line grants management system.

To begin work, prior to a fully signed Notice of Award, a pre-award request must be submitted from the State to VS PM. The process to submit a pre-award is described in the Cooperative Agreements with States section, page 2.

Costs should only be associated with an active outbreak within a State, not future planning of an outbreak.

A detailed Work Plan, with accompanying Financial Plan, is required to outline the objectives, approach, and anticipated outcomes of proposed activities and the roles and responsibilities of all parties involved in the CA.

The Financial Plan should include detailed proposed costs for each cost category. If there will be equipment or a contract associated with a specific premises include the premises name or a premises ID.

By entering into a cooperative agreement with Veterinary Services the Recipient understands and agrees to:

Provide all documentation supporting costs associated with the approved Financial Plan and any submitted claims before the 30<sup>th</sup> of each preceding month. Documents are to be sent via email, for a periodic review by the Program Manager and the Grant Specialist. No documentation is required to be attached to a claim submission.

When emailing the supporting documentation, add to the Subject line of the email the State acronym, HPAI, the Agreement ID or FAIN. For HPAI the documents will be sent to Dr. Patricia Fox and the Agreement Specialist

- Please include the Premises ID for expenses directly related to a particular premise when documentation is submitted.

### **Requirements for HPAI award supporting documentation**

1. Personnel/Fringe
  - a. Use the Financial Plan as a template, which shows the positions approved for overtime reimbursement
  - b. List the number of overtime hours and the rate of pay per position
  - c. **No** payroll reports or timesheets are needed
2. Travel
  - a. As shown on the Financial Plan, list the number of miles and the rate per mile, list the number of hotel room stays and rate per stay, list number of days per diem and the rate per day for per diem

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- b. If the State rates are higher than the 2024/2025 Federal per diem rates, supply the written State travel policy to support the greater cost
  - c. Use the 2024/2025 Federal per diem rates if there is no State travel policy available
  - d. Summary by month is adequate for Financial Plan support
    - i. If audited the State will need to supply daily amounts
  - e. **No** receipts are needed
- 3. Equipment
  - a. List each piece of equipment purchased, as approved on the Financial Plan
    - i. For example, 2 depopulation chambers constructed at \$300 each
  - b. Include a statement of what the equipment was used for during the incident
  - c. If used during depopulation and disposal activities and were contracted by the State for use on a specific premises, indicate the premises name or ID
  - d. If price per purchase is over \$5,000, supply the pre-approval of that purchase, along with any invoice, receipt, or purchase order
- 4. Supplies
  - a. Group together like items
    - i. For example
      - 1. 15 cases of Tyvek, 5 cases of booties = \$X
      - 2. 10 cases hand sanitizer = \$X
    - ii. For non-like items such as sample tubes and zip lock bags, list separately the quantity and cost
    - iii. **No** need for receipts, unless purchase is over \$5,000 per order
- 5. Contractual
  - a. Contracts above the \$5,000 threshold require preapproval notification along with copies of purchase orders, invoices, and receipts
  - b. Contracts under \$5,000 do not need to include supporting documentation, but must be listed in the approved Financial Plan and have been approved in advance.
  - c. If used during depopulation and disposal activities and was contracted by your State for use on a specific premises, indicate the premises name or ID
- 6. Other
  - a. If the price per order is over \$5,000, submit the pre-approval for that purchase, along with any invoice, receipt, or purchase order
  - b. If an item is used during depopulation and disposal activities and was contracted by your State for use on a specific premises, indicate the premises name or ID
  - c. If under \$5,000 **no** receipt is needed, but items must be listed and included on the approved financial plan.

Upon review of the submitted documentation, if a cost is determined to be unallowable or the State did not receive the proper prior approvals, VS will submit written notice to the State listing the unallowable costs along with how those costs will be reconciled, either by reduction of a future claim or refunding costs back to the USDA.

Quarterly progress and financial reporting are required if the award is active. The progress report narrative can be brief as the incident is already being reported through the Situation Report for each State.

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When you enter into a CA with APHIS VS, you agree to comply with the standard terms and conditions for APHIS awards: [https://www.aphis.usda.gov/aphis/ourfocus/business-services/financial-management-division/Financial\\_Services\\_Branch/Agreements\\_Service\\_Center/terms-conditions-for-aphis-awards](https://www.aphis.usda.gov/aphis/ourfocus/business-services/financial-management-division/Financial_Services_Branch/Agreements_Service_Center/terms-conditions-for-aphis-awards)

Additional guidance is available in the current [Field Operations Grants and Cooperative Agreements Recipient Guide](#).

## LIST OF FEDERAL ASSISTANCE APPLICATION REQUIREMENTS

- [Pre-Award Request](#) (when costs will be incurred prior to finalization of the agreement)
  - **Please submit this document immediately**
- An active System for Award Management (SAM.gov) account
- A valid Unique Entity Identifier (UEI) generated from SAM.gov
- An established Recipient organization in eFG
- SF-424, Application for Federal Assistance (completed in eFG)
- SF-424A, Budget Information- Non-Construction Programs (completed in eFG)
- State's Intergovernmental Review comments or a copy of the [Single Point of Contact's](#) (SPOC) letter to the Recipient stating the review has been waived or the project has been approved
- [Certification Regarding Lobbying](#) (for awards exceeding \$100,000)
- [SF-LLL, Disclosure of Lobbying Activities](#) (for awards exceeding \$100,000 and only when there are activities to disclose)
- Negotiated Indirect Cost Rate Agreement (signed agreement is required when the Recipient is assessing indirect costs to the project)
- CA Award (to be prepared by APHIS VS)
- Internal VS forms:
  - Decision Memo and/or Initiative completed and approved by APHIS VS prior to the CA being awarded
  - [APHIS 63](#) (Justification for non-competitive Federal Assistance)
  - Mandatory Award Description (provided by the VS PM)

## APPENDIX A: COOPERATIVE AGREEMENT TEMPLATE

### **PROJECT PROPOSAL/WORK PLAN AND BUDGET FOR MANAGING THE *[Include Project Title (i.e., Low Path Avian Influenza)]* EMERGENCY FOR FY 20XX**

**Recipient:**

**Geographic Location:** *[Provide a precise location of the project and area to be served by the proposed project.]*

**Project Coordinator:**

Title:

Address:

Phone:

Fax:

E-Mail:

This Work Plan (WP) reflects a cooperative relationship between the *[insert Recipient's agency name]*, the Recipient and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS). It outlines the mission-related goals, objectives, and anticipated Performances as well as the approach for conducting *[the emergency activities and the related roles and responsibilities of the parties (e.g., mutual roles, VS role(s), and Recipient role as negotiated.)]*

***HPAI sample:***

*This Work Plan (WP) reflects a cooperative relationship between the [cooperating agency], the Cooperator, and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for managing surveillance and disease control activities associated with detections of Highly Pathogenic Avian Influenza (HPAI) viruses and the related roles and responsibilities of the parties and Cooperator's role as negotiated. This Work Plan covers the time from [start date] through [end date]. [History of HPAI confirmation in the geographic area: type of operation, county. Note the immediate actions that were taken. Discuss further cases and spread of the disease, status of the response effort. Briefly outline money and resources spent and anticipate needs for the time in question.]*

***Involvement by other parties in the project, which is incidental to the agreement, should be discussed later in the WP as contributing parties who will work on the project.***

*Under each selected objective discuss the following:*

**Objective/Need for Assistance**

*[Clearly and concisely State the project objectives. Objectives are intermediate steps taken to achieve the overall purpose of the surveillance or project activity. Objectives should lead to specific results and be measurable. Describe what surveillance or project activity will achieve and why it is needed.]*

**HPAI:**

Objective 1: Highly Pathogenic Avian Influenza Response, Control, and Surveillance

Quickly diagnose, control, and prevent the spread of Highly Pathogenic Avian Influenza (HPAI) in [State/location] poultry flocks.

**Approach**

**Plan of Action:** [Outline a plan of action pertaining to the scope and detail of how the proposed objective will be accomplished by activity or function. It specific (Federal or State) program protocols, actions plan, or uniform rules or other program guidelines must be followed, mention them in this section wherever they apply. **Clearly outline the roles and responsibilities that are mutual, those of the Recipient, and those of APHIS VS in terms of work to be performed, expected Performances by each party, and resources to be contributed by each.]**

**HPAI:**

The emergency response to HPAI in [location] is a cooperative effort involving the industry, State, and Federal regulatory agencies. Funding for this objective allows the Cooperator along with [agencies] to provide quick diagnosis of and response to HPAI events in [location's] poultry. Specific actions taken as part of this response include the following:

- Investigate, quarantine, and depopulate infected flocks rapidly.
- Dispose of carcasses quickly to prevent the spread of disease.
- Identify all premises with poultry in the control and surveillance zones and educate producers and flock owners about HPAI and appropriate biosecurity measures.
- Test and monitor all flocks in the control zone in accordance with the HPAI response plan.
- Conduct biosecurity audits on all commercial flocks in the control zone so they can move product during the quarantine period. Instruct producers regarding testing and biosecurity needs for controlled movement. Set up permitting system that allows these operations to move products and birds into and out of the zone as needed.
- Permit feed trucks delivering products to poultry operations in the control zone.
- Conduct epidemiological investigations and identify other risk factors. Implement additional mitigation control strategies as needed.
- Monitor testing and compliance.
- Assist in entering information and permits into Emergency Management Response Services (EMRS) 2 database.
- Coordinate efforts with State, Federal, and industry partners. This includes, but is not limited to:
  - [agencies involved]

**Resource Requirement:** [Provide a narrative describing the resources required and how the resources acquired will benefit or be used to complete the project objectives. List any third-party contributors who may be contributing to this project; describe the nature of their effort]

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*and their contributions. If equipment will be purchased, identify the purpose of each equipment item, and how it will benefit or be used for the project. The financial details should be reflected in the Financial Plan and do not necessarily need to be included in the narrative, but the program narrative and the Financial Plan must coincide with one another.]*

#### **HPAI:**

##### **Resources Needed:**

*To meet the avian influenza testing objectives, the cooperator is asking for funds to:*

- **Staffing**
  - *State employee salaries will not be covered in an emergency cooperative agreement Only overtime associated with the active response are eligible for reimbursement*
  - *New term staff working directly on the active response; **need prior approval***
  - *Temporary staff; **need prior approval***
- **Travel and per diem- only for employees out of their normal district**
  - *In-State travel for [agency] employees*
    - *Hotels and meals {estimates}*
    - *Mileage*
  - *Compost subject matter expert (SME) contractor travel*
- **Supplies needed for response: **advance approval needed for any single expenditure more than \$5,000****
  - *PPE*
  - *Cleaning and disinfection*
  - *Shipping*
  - *Swabs and media*
  - *Office supplies*
  - *Roll off liners*
- **Other**
  - *Communication and IT costs directly related to the active response*
    - *New IT systems and major upgrades **not** covered*
  - *Health expenses*
    - *Fit testing (**must be approved in advance**)*
  - *Leases of dumpsters, tub grinders, porta potties, generators **need prior approval***
  - *Heavy equipment*
    - *Rate sheet requires **prior approval** to receive reimbursement*
  - *Miscellaneous such as shipping cost for samples*
  - *Carbon sources for disposal; **need prior approval***
  - *Car washes*
  - *Landfill fees*
- **Contractual services- Vendors and contracts are reimbursable in an emergency event; the rates are subject to review and may be limited to the cost USDA would pay directly for the same type of contract. No approvals for contracts will be given before an emergency event**

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- **All subcontracts require written approval from the Program Manager**
- Composting crews
- Biosecurity crews
  - Personnel costs and travel/lodging

Cost Code Table

| <b>Major Object Class Code</b> | <b>Description</b>                                               |
|--------------------------------|------------------------------------------------------------------|
| 1100                           | Personnel compensation (overtime)                                |
| 2100                           | Travel costs                                                     |
| 2200                           | Shipping                                                         |
| 2500                           | Contracts and vendors (depopulation, cleaning, and disinfection) |
| 2551                           | Cooperative agreements (neighboring States, covering expenses)   |
| 2600                           | Supplies and materials                                           |
| 4200                           | Indemnity claims                                                 |

**Data Collection and Maintenance:** *[The narrative should include any information on data that will be shared with APHIS VS. Describe the type of data that will be collected and where it will be maintained.]*

*Address timelines for collection and recording of data. Describe how APHIS VS will be provided access to the data and how ADT data is shared with other States, when needed.]*

**Results:** *[Results from APHIS VS Cooperative Agreement funded activities (also known as “deliverable”) are characterized as Performances. These Performances may be described in the form of outputs or outcomes. Both narrative reporting and data reporting are important means of documenting Cooperative Agreement Performances.]*

#### **Expected Performances:**

**Outputs** – *[Outputs express the effort expended to achieve a particular goal. They are measures of an activity, effort, and/or associated work products related to surveillance and/or monitoring goal or objective. Outputs will be produced or provided over a period or by a specific date and may be quantitative or qualitative but must be measurable during the Cooperative Agreement funding period. This may be the number of surveillance samples collected, training sessions conducted, activities carried out, or reports produced. Outputs are almost always numbers.]*

#### **HPAI:**

##### **Outputs**

- Quarterly reports on program activities and cooperative funding are accurate and timely
- Records are thorough, accurate, and well organized

**Outcomes** – *[Outcomes are the results, effect or consequences that will occur from carrying out the funded activity or program that is related to surveillance and/or monitoring goal or objective. Outcomes may be surveillance, health-related or monitoring in nature, must be quantitative, may be intermediate in nature, and may not necessarily be achievable within the agreement funding period. Outcomes typically represent an achievement or a change in areas such as knowledge or disease condition.]*

**HPAI:**

**Outcomes**

- *Infected flocks are quarantined, depopulated and carcasses are disposed of quickly to prevent the spread of disease. Epidemiological investigations are timely, thorough, and accurate*
- *All premises with poultry in the control and surveillance zones are identified and owners are educated regarding HPAI, biosecurity, reporting, and response procedures*
- *Flocks in the control zone are quarantined*
- *Flocks in the control zone are tested and monitored in accordance the HPAI response plan*
- *Commercial flocks in the control zone are permitted for controlled movement following a biosecurity audit and appropriate testing*
- *All efforts are coordinated with State, federal, and industry partners. This includes, but is not limited to:*
  - *[various State cooperators], industry leaders, USDA-APHIS-VS, and USDA-FSIS*

**Data Output Reporting** – *[The narrative shall acknowledge that Performances requiring a data submission will be submitted on the spreadsheets or templates supplied by APHIS VS. Timeliness of data submission should also be mentioned so it complies with program needs.]*

**HPAI:**

**Data Reporting:**

- *Situation Reports*
- *Quarterly accomplishment reports*

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## APPENDIX B: DETAILED FINANCIAL PLAN EXAMPLE

### EMERGENCY RESPONSE COOPERATIVE AGREEMENT DETAILED FINANCIAL PLAN

(The Total Budget (Column G) amount must match the SF-424-A, Section B - Budget Categories)

- Insert Name of Recipient
- Insert Name of Emergency
- Insert Date Submitted

| Item and Rate   |                                                                                                      | Total Budget                    |
|-----------------|------------------------------------------------------------------------------------------------------|---------------------------------|
| Personnel       | OT for 5 Field Inspectors @ \$11.00/hr.; 200 hours                                                   | \$2,200.00                      |
|                 | OT for 2 poultry VMO @ \$43.hr; 560 hrs.                                                             | \$24,080.00                     |
|                 | OT for State Veterinarian @ \$62/hr.; 46 hrs.                                                        | \$2,852.00                      |
|                 | <b>Subtotal</b>                                                                                      | <b>\$29,132.00</b>              |
| Fringe Benefits | 33% of salary of permanent employees                                                                 | \$9,614.00                      |
|                 | <b>Subtotal</b>                                                                                      | <b>\$9,614.00</b>               |
| Travel          | 5 Field Inspectors @ 400/mi per wk. for 39 wks. @ \$0.365/mi                                         | \$28,470.00                     |
|                 | 1 Field Supervisor @ 500/mi per wk. for 52 wks. @ 0.365/per mi                                       | \$9,490.00                      |
|                 | <b>Subtotal</b>                                                                                      | <b>\$37,960.00</b>              |
| Equipment       | Power washers 2@\$400                                                                                | \$800.00                        |
|                 | <b>Subtotal</b>                                                                                      | <b>\$800.00</b>                 |
| Supplies        | Office supplies: #10 Envelopes (6@\$38=\$228) +                                                      |                                 |
|                 | #9 Envelopes (6@\$38=\$228) + File Folders (16@\$22.00=\$352)                                        | \$808.00                        |
|                 | Disposable Biosecurity Suits for Inspection Visits, 8 cases @ \$140.50                               | \$1,124.00                      |
|                 | <b>Subtotal</b>                                                                                      | <b>\$1,932.00</b>               |
| Contractual     | Porta-johns for Clark1, Brunswick7 and Newton 2- \$150/day; 14 days<br>(See attached prior approval) | \$6,300.00                      |
|                 | <b>Subtotal</b>                                                                                      | <b>\$6,300.00</b>               |
| Other           | Shipping of samples to NVSL                                                                          | \$600.00                        |
|                 | 75 truckloads of carbon material -\$1750 each (see attached prior approval)                          | \$131,250.00                    |
|                 | <b>Subtotal</b>                                                                                      | <b>\$131,850.00</b>             |
| Totals          | <b>TOTAL DIRECT COSTS</b>                                                                            | <b>\$179,628.00<sup>1</sup></b> |
|                 | INDIRECT COSTS (20% On Total Direct Costs)                                                           | \$74,148.00                     |
|                 | <b>TOTAL PROJECT COSTS</b>                                                                           | <b>\$253,776.00</b>             |
|                 | Less Recipient Share (example 10%)                                                                   | \$0.00 <sup>2</sup>             |
|                 | <b>APHIS Cost Share</b>                                                                              | <b>\$253,776.00<sup>3</sup></b> |

Reimbursement for expenses will be based on actual expenses as documented by preapprovals, receipts, and invoices, up to the allowable rates allowed for each type of activity or equipment, and for time as justifiable by the Situation Report and actual activities occurring on each site.

### SAMPLE PRE-AWARD REQUEST FROM RECIPIENT

<sup>1</sup> 100% of all costs.

<sup>2</sup> If there is a cost share, the recipient portion goes here.

<sup>3</sup> Remainder after cost share is the APHIS portion.

*(Please remove the heading above and place request on appropriate letterhead)*

THROUGH: APHIS-VS Program Manager  
*(Dr. Patti Fox is primary for High Path Avian Influenza (HPAI) emergency/Back up is VS-Field Operations Area Veterinarian in Charge (FiOps AVIC))*

The requested pre-award amount represents a realistic estimate of costs that may be incurred prior to finalizing the Notice of Award. These costs will not exceed the planned obligations requested on the SF-424, Application for Federal Assistance. Enclosed is a schedule supporting the anticipated costs during the requested 90-day pre-award period. ***(Please prepare a Financial Plan outlining the costs anticipated during this 90-day pre-award period; send as an attachment to this letter.)***

Your consideration of this request is greatly appreciated.

Recipient's Name  
Title

Approved: \_\_\_\_\_

|                             |      |
|-----------------------------|------|
| APHIS-VS Signatory Official | Date |
|-----------------------------|------|

**Emergency Cooperative Agreement Process**  
*Financing the Response: State/Tribal Information*

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**PRE-AWARD COSTS**

|                                                        |  |
|--------------------------------------------------------|--|
| Salaries ( <i>List numbers by types of position</i> ): |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Benefits                                               |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Travel                                                 |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Equipment                                              |  |
|                                                        |  |
|                                                        |  |
| Supplies                                               |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Contractual                                            |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Other                                                  |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
|                                                        |  |
| Total Pre-Award Direct Costs                           |  |
| Indirect Costs                                         |  |
| Total Pre-Award Project Costs                          |  |