

## **Cooperative Agreements for Implementation of the National Animal Identification System (NAIS)**

**United States Department of Agriculture (USDA)  
Animal and Plant Health Inspection Service (APHIS)  
Veterinary Services (VS)**

**Announcement Type:** Initial Announcement

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

**Dates:** Applications will be accepted through the date that funds are available and no later than May 1, 2007

**Funding Opportunity Description:** USDA initiated implementation of the National Animal Identification System (NAIS) in 2004. The Department's first priority with the initial funding in fiscal year (FY) 2004 was to have the components of the national premises registration system in place in every State by July 2005. With this accomplished, the priority has been to promote voluntary NAIS participation by focusing on the premises registration component. As of January 22, 2007, over 350,000 premises have been registered, or twenty-five percent of the estimated number nationwide<sup>1</sup>. Funding through this announcement will be provided to non-profit industry organizations, 1890 Historically Black Colleges and Universities, 1994 Tribal Land-Grant Colleges and Universities, Hispanic Serving Institutions, or Tribal organizations to support the continued registration of premises through existing State and Tribal Premises Registration systems.

The NAIS is an industry-State-Federal partnership. In response to stakeholder input, on October 31, 2006, USDA unveiled an updated, uniform educational message for all individuals, businesses, and organizations that focuses on the benefit of the NAIS to producers. Applications for this performance-based, cooperative agreement funding must include a plan for education and outreach, including effective use of existing outreach materials and resources of the Cooperator and/or other existing resources such as cooperative extension, National and State industry organizations, to stakeholders at all levels within the targeted geographic area defined in the applicant's proposal.

Applications must present well-defined, measurable outcomes specific to new premises registered as a result of their efforts. Total allocation of funding will be dependent upon achieving projected results with an assessment mid-way through the cooperative agreement period. The cooperative agreement period will be for 12 months, initiated on the final date of the signing of the Notice of Award.

This funding opportunity does NOT include funds for conducting pilot projects to develop solutions for animal identification and/or collecting animal movement data. Similarly, funds are not to be used for the purchase of animal identification devices or the development, support, or maintenance of information systems.

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<sup>1</sup> Based upon USDA National Agricultural Statistics Service (NASS) 2002 Census data adjusted for duplication of premises estimates by species.

Cooperators will provide completed premises registration applications and will submit them, with the consent of the producer, to the appropriate States/Tribes/Territories for their administration. The work plan must describe in detail the resources needed, training required, if any, and timelines for achieving measurable outcomes.

**Total Amount to be Awarded:** \$6,000,000

**Plans to be Awarded:** Approximately 10 Cooperative Agreements

**Eligibility:** Non-profit Industry Organizations, 1890 Historically Black Colleges and Universities, 1994 Tribal Land-Grant Colleges and Universities, Hispanic Serving Institutions, and Tribal organizations

**Cost Sharing:** Cost sharing is preferred, but not required.

**Application and Submission:** An applicant may submit only one application. Applicants can apply through the Grants.gov Web site or submit paper applications to the address on page 15 of this announcement.

## Table of Contents

<b>I. Funding Opportunity Description</b> .....	4
<b>A. Background</b> .....	4
<b>B. USDA Approach</b> .....	4
<b>C. Project Criteria</b> .....	5
<b>II. Award Information</b> .....	6
<b>III. APHIS Role</b> .....	6
<b>IV. Eligibility Information</b> .....	6
<b>A. Eligible Applicants</b> .....	6
<b>B. Cost Sharing or Matching</b> .....	7
<b>C. Performance Criteria</b> .....	7
<b>D. Other Eligibility Criteria</b> .....	7
<b>V. Application and Submission Information</b> .....	7
<b>A. Address to Request Application Package</b> .....	7
<b>B. Content and Form of Application Submission</b> .....	8
<b>VI. Submission Dates and Times</b> .....	13
<b>VII. Intergovernmental Review</b> .....	13
<b>VIII. Funding Restrictions</b> .....	14
<b>IX. Other Submission Requirements</b> .....	14
<b>X. Application Review Information</b> .....	15
<b>A. Criteria</b> .....	15
<b>B. Review and Selection Process</b> .....	15
<b>XI. Award Administration Information</b> .....	15
<b>A. Award Notice</b> .....	15
<b>B. Administrative and National Policy Requirements</b> .....	16
<b>XII. Reporting</b> .....	16
<b>A. Administration of Premises Registration Applications</b> .....	16
<b>B. Other</b> .....	17
<b>XIII. Agency Contacts</b> .....	18
<b>XIV. Other Information</b> .....	18
<b>XV. Appendix A: Accomplishment Report Summary Format</b> .....	19
<b>Appendices B.1 and B.2: Budget worksheets</b> .....	20

## **I. Funding Opportunity Description**

### **A. Background**

Increased media exposure of animal disease outbreaks around the world over the past decade has intensified the public interest in developing a national animal identification system for safeguarding animal health in the United States. Some populations of certain species have been required to be officially identified as part of cooperative State-Federal program disease eradication and control activities over the past several years. In addition, some significant regional voluntary and mandatory animal identification programs are in place. However, there is currently no mandatory, uniform national animal identification system in the United States.

Fundamental to controlling any disease threat to the Nation's animal resources is to have a system that can identify the following: individual animals or groups of animals, the premises where they are located, and the date of entry to each premises. Further, in order to achieve optimal success in controlling or eradicating an animal health threat, the timely retrieval of this information and implementation of intervention strategies after confirmation of a disease outbreak is necessary.

USDA, therefore, initiated implementation of the NAIS in 2004. In late 2004, Federal funds were provided on a competitive basis to State and Tribal governments to implement the national premises registration system component of the NAIS, and to conduct field trials or research into certain areas of interest in the proposed system. Subsequently, all States were provided access to Federal funds to begin NAIS implementation.

Implementation of the NAIS continued to progress in 2005 when funds were dispersed to States enabling them to implement the essential components of the national premises registration system by July 2005. This important milestone was achieved by the target date and allowed producers across the entire country to begin participation in the NAIS by registering livestock premises in their respective States.

NAIS Implementation Cooperative Agreement funding for States/Tribes in 2007 will continue focus on increasing the number of registered premises, the foundational component of the NAIS. Significant emphasis will be placed on providing sufficient education and outreach to make sure all producers and stakeholders in States and Tribes receive the uniform NAIS message outlined by USDA on October 31, 2006. State/Tribe animal identification coordinating/advising committees, initiated as a requirement for cooperative agreement funding in FY2006, will again be a requirement for Federal funding in FY2007.

### **B. USDA Approach**

Safeguarding the health of the nation's herds and flocks is dependent upon a functional, uniform National Animal Identification System. Essential for implementation is a system that is practical for producers and all others involved in production and animal disease surveillance. The NAIS is voluntary and presents the opportunity for producers and stakeholders to obtain experience with the system and provide feedback as successful and practical solutions evolve. As a voluntary effort, full implementation of the NAIS will be achieved as a phased-in plan, emphasizing premises registration as the foundation of the system. Additional progress in implementation of the animal identification component and the animal movement reporting component will be made according to the needs of producers. States, however, may choose to

direct implementation of the NAIS within their jurisdiction to best serve their needs in accordance with established NAIS standards.

Premises registration remains a priority for use of FY2007 NAIS Implementation Cooperative Agreement funding by States and Tribes. To assist States and Tribes, all Cooperators in this agreement must include a comprehensive plan for outreach and education in support of premises registration to stakeholders at all levels within the State, Tribe, or Territory described in the proposed work plan. The work plan must describe how the USDA NAIS updated outreach messages and plan as of October 31, 2006 (<http://animalid.aphis.usda.gov/nais/index.shtml> in the “browse by subject” section) will be implemented and used regarding the outreach effort. The work plan must also include specific goals of achievement (measurable outcomes) regarding premises registration efforts. In addition to projected numbers of premises registered, performance measures may also be included to document effort and productivity such as number of meetings conducted; number of producers/owners contacted; outcomes associated with animal identification coordinating committees; outreach materials distributed; mass mailing results; cooperative extension programming outcomes, including NAIS funded and unfunded cooperative extension efforts; and use of promotional incentives to register premises. Measurable outcomes, in particular premises registrations and others, are to be emphasized over measurable outputs (e.g., reporting the number of premises registered as a result of selected outreach efforts is more important than the number of outreach efforts or meetings held) and the outcomes (accomplishments) should be documented in quarterly and final reports. The work plan must include a list of targeted States, Tribes, or Territories and describe how the applicant will contact and interact with the State/Tribe animal health officials and their established NAIS Coordinating Committees. Any applicant for this cooperative agreement funding that is currently, or has in the past, used APHIS cooperative agreement funding for support of NAIS activities, either directly or by subcontracting, must disclose this by listing the amount and the associated cooperative agreement number in the work plan.

### ***C. Project Criteria***

Cooperative agreements associated with this announcement will support the continued implementation of the national premises registration effort within the area the projects are administered. Funds received will support outreach/education about premises registration in addition to the actual registration of new premises within the geographical area the projects are administered.

USDA WILL NOT provide funding for:

- Development, maintenance, and operation of software programs or information systems, including premises registration and animal identification/tracking.
- Hardware for State or privately-based compliant systems including servers or data storage.
- Activities not specific to premises registration, including animal identification devices and animal identification data collection equipment.

USDA WILL provide funding for:

- Outreach and education including hiring of outside contractors and demonstration or display items.
- Personnel cost for carrying out the activities defined in the Cooperator's cooperative agreement work plan.
- Travel costs related to premises registration, including attendance at national NAIS training and coordination meetings for the designated NAIS State/Tribe/Territory administrators/coordinators for this cooperative agreement.
- Equipment necessary to support the activities defined in the work plan of the Cooperator.

## **II. Award Information**

**A. Total Available Funds:** \$6,000,000

**B. Anticipated Number of Awards:** 10

**C. Expected Amounts of Individual Awards:** Approx. \$600,000

**D. Anticipated Start Date:** March 1, 2007 or when a qualifying application is received

**E. Period of Performance:** 12 months after final signature is obtained on the agreement

**F. Renewal/Supplemental:** Not applicable

**G. Assistance Instrument:** Cooperative Agreement

## **III. APHIS Role**

APHIS Veterinary Services will administer the Cooperative Agreements and will provide advice to the project administrator, track funding, receive and review progress reports, offer comments and suggestions, and will track project performance.

APHIS personnel will meet with Cooperators as often as necessary to ensure progress in accomplishing the goals of the project, identifying obstacles, and resolving concerns.

APHIS will provide the systems for allocating premises numbers through the national premises repositories and the standardized premises registration system.

APHIS will provide extensive information regarding the NAIS and premises registration to Cooperators in hard copy and on the NAIS Web site. In general, APHIS will provide materials to support the outreach efforts of the Cooperators to support increased premises registration.

## **IV. Eligibility Information**

### **A. Eligible Applicants**

Non-profit Industry Organizations, 1890 Historically Black Colleges and Universities, 1994 Tribal Land-Grant Colleges and Universities, Hispanic Serving Institutions, and Tribal organizations may submit an application. These organizations must submit an application package and the work plan in the format described in section V.B. Non-profit industry organizations must also submit evidence regarding their non-profit status at the time of application.

Please note funding restrictions in Project Criteria section. Applications involving a request for funds for a use that is restricted will be returned to the Cooperator and will not be eligible for award. The Cooperator must resubmit an application that does not involve a request for funds for restricted or unapproved use prior to the application deadline in order to have that application considered. The re-submitted application would then be entered into the sequence of applications received and be considered only if remaining funds are available.

### ***B. Cost Sharing or Matching***

Projects with cost-sharing by the applicant or in-kind contributions, including third-party, are preferred, but not required. However, if cost-sharing, or in-kind contributions, are being made in support of the project, the applicant is advised to note the contributions where appropriate in all budget narratives or itemization sections, including standard forms submitted with the application.

### ***C. Performance Criteria***

The work plan must clearly state the number of new premises the Cooperator plans to register with quarterly benchmarks for achieving this objective. Funds, not to exceed 25 percent of the total award, will be released on a quarterly basis to the Cooperator, and the performance measures for the 3<sup>rd</sup> and 4<sup>th</sup> quarters must be met to qualify for those respective funds.

### ***D. Other Eligibility Criteria***

An Organization can be part of only one application. The Organization may participate as an applicant or be a subrecipient or subcontractor in an application submitted by another Organization.

## **V. Application and Submission Information**

### ***A. Address to Request Application Package***

(V.B., “Content and Form of Application Submission” contains the project work plan that outlines the format applicants need to use when applying. Paper copies of the other required application forms [SF-424, Application for Federal Assistance; SF-424A, Budget Information – Non Construction Programs; SF-424B, Assurances – Non-Construction Programs; SF-LLL Disclosure of Lobbying Activities (required for Federal Assistance greater than \$100,000); and Certification Regarding Lobbying] can be requested from the following address:

USDA, APHIS, MRPBS, Agreements Services Center  
Eileen Berke  
4700 River Road, Unit 55, Station 3B-06.3  
Riverdale, MD 20737

Paper copies can also be retrieved from the APHIS website at the following address:

<http://www.aphis.usda.gov/mrpbs/forms/grantforms.html>

If an applicant chooses to apply through Grants.gov, the SF-424, SF-424A and B, and SF-LLL (required for Federal Assistance greater than \$100,000), can be filled out and submitted online. The work plan format described in V.B, “Content and Form of Application Submission” should then be submitted as an attachment.

**B. Content and Form of Application Submission**

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**National Animal Identification System (NAIS)  
Implementation**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0259. The time required to complete this information collection is estimated to average 20 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**WORK PLAN FORMAT**

**Cover Page**

Plan Administrator (individual name):

Name of Organization:

Address:

City, State, Zip:

Office Phone:

Cell Phone:

Fax:

Email address (Plan Administrator):

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List additional organizations, companies, etc. that have confirmed participating in the plan (complete name, address, etc.)

These funds may only be used for the implementation and administration of premises registration in accordance with the NAIS and in support of outreach efforts pertaining to premises registration. These funds may not be used for any other purposes other than outreach, education, and premises registration. (NOTE: Unauthorized use of funds will result in a reduction of available funds equal to the unauthorized expenditure. Further, an unauthorized use of funds may result in the cancellation of the agreement and require the return of all unauthorized funds expended by the Cooperator.)

**Signature of Plan Administrator:** \_\_\_\_\_

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

*Please complete each section explained on the following pages and maintain the format on your application. Section V, "Application and Submission Information" provides more details on the information requested and how it will be used to evaluate applications for funding.*



## **Objectives and Goals for the Assistance**

This section should include a narrative on how the financial assistance will facilitate the Cooperator in carrying out outreach, education, and premises registration in the project area. Clearly and thoroughly explain the objectives of the plan. Explain why this work is critical to the successful registration of premises in the project area.

## **Expected number of Premises Registered**

Identify the results to be accomplished through assistance.

- Realistic high-end goal of new premises to be registered (quarterly and total)
- Minimum number of premises to be registered (quarterly and total)
- Number of education and outreach meetings (quarterly and total)

The above activities will be used when determining the merit of the application and, if funded, evaluating the performance of the Cooperator to determine the completion and full funding of the project.

## **Approach**

This section should discuss the overall plan of action and outline the roles and responsibilities that are mutual, those of the Cooperator, and those of APHIS in terms of work to be performed, expected accomplishments by each party, and resources to be contributed by each. Since the cooperative agreement is a performance-based effort, the applicant must clearly identify the number of premises to be registered as a goal for each quarter of the twelve-month funding period. The work plan and budget must describe how each quarterly amount requested will be applied for the entire funding period. Successful achievement of the number of premises registered at the conclusion of the 2<sup>nd</sup> and 3<sup>rd</sup> quarter period respectively is necessary to maintain the agreement and to be eligible for 3<sup>rd</sup> and 4<sup>th</sup> quarter funds.

## **Overview of Plan**

Provide a brief overview of the work to be performed to achieve premises registration and how the plan builds upon past and current NAIS activities of the States and Tribes. Explain administrative procedures that will ensure adherence to the Awardee roles and responsibilities listed on pages 16 and 17. Applicants must state that no data will be collected in the process beyond what is listed on the premises registration application form. Importantly, the applicant must describe how producers/owners applying for registration of a premises facilitated by the applicant are providing consent.

## **Detailed Plan and Accomplishments to be Achieved**

Provide a thorough accomplishment plan detailing the following information.

### 1. Targeted Geographic Area and Species Type(s) for Premises Registrations

- a. Define the geographic areas that efforts will be targeted. If not the entire United States, please list the States or indicate “all, with the exception of ...” (listing the States not targeted).
- b. Indicate the livestock species at the production premises (locations that manage livestock) that will be the primary focus of the premises registration activity of this project. Include an estimated count of the number of new premises registrations for each species and an estimated count of the number of animals by species that would be located at these premises.

Beef:            Dairy:            Pigs:            Sheep:            Goats:  
Equine:        Poultry:  
Other (list):

- c. Explain how this work will support registration of other premises in the geographic area being targeted.

### 2. Stakeholder Participation

- a. Please provide a list of other organizations the applicant plans to involve in the project and explain their role/involvement:
  - Producer, processor/marketing organizations
  - Government
  - Academia and/or Extension
  - Service providers (companies that provide services to producers)
  - Other

### 3. Communication Plan

- a. Prepare an accomplishment communication plan that clearly defines the outreach activities and how they will be administered. Include explanation for the following:
  - how the communication efforts will be coordinated in the States and Tribes;
  - how this plan supports the outreach efforts of USDA, APHIS, including a plan for acquiring appropriate continuing education materials from USDA/APHIS NAIS Legislative Public Affairs (LPA) personnel, or how LPA will be contacted for approval of continuing education materials developed for use in this cooperative agreement;
  - how the industry will gain a better understanding of the NAIS, in particular the merit of premises registration;
  - how a producer may elect to participate in animal identification and tracing components;
  - how this plan will work with other producer organizations and industry sectors to disseminate information (i.e., livestock markets, feed stores, and veterinarians);

- Industry meetings that the applicant will be participating in to support the outreach and communication efforts.
- b. Indicate the number of stakeholders to be informed of the merit and facts about the NAIS. Identify the number of groups/organizations and businesses to be contacted in the various stakeholder sectors. Specific target areas should be identified (producers, livestock markets, feed stores and veterinarians, etc.).
- c. As part of the communication accomplishment plan, explain how feedback from stakeholders will be achieved and how it will be summarized and reported to USDA APHIS.

#### 4. Other Plans and Accomplishments

Provide plans for accomplishments, if applicable, that reflect other activities not previously explained.

#### 5. Identify what criteria will be used to evaluate the results/success of the plan.

#### 6. Summary of Performance Measures

Using the format provided in Appendix A as a guide, please summarize each accomplishment expected within each activity or function. For quantitative accomplishments, list what portion of that accomplishment you expect to be able to achieve in each quarter. Please be reminded that documented achievements as compared to the targeted goals at the end of the 2<sup>nd</sup> and 3<sup>rd</sup> quarterly reporting periods will be used to determine eligibility for the remaining amount of total approved funding.

For accomplishments that cannot be quantified, list in chronological order with a target date for completion of each.

#### 7. Describe any unusual features of the plan.

### **Resources Required**

Explain the following with regard to resources the applicant plans to utilize to carry out the activities defined in the work plan.

#### 1. Number and Type of Personnel

- a. Are they currently employed or will employees have to be hired? Identify mechanism to be used to hire any new employees for this plan.
- b. Will employees work on this plan full-time or part-time? If part-time, list the number of employees working on this plan, the percentage of time each will spend on this plan and the number of full-time equivalents for this plan.
- c. Identify any other issues surrounding staff resources that may need to be covered.

Note: Personnel involved in data entry, education, etc. are eligible for funding. Personnel involved in software development, computer programming, etc. are not eligible for funding.

2. Equipment Needed:
  - a. What equipment will be provided by the Cooperator?
  - b. What equipment, if any, will be provided by APHIS?
  - c. Identify any major purchase needs and the use of the equipment to be purchased.
  - d. Identify the method of procurement to be used.

Note: A complete inventory of the equipment acquired through cooperative agreement funds must be maintained by the Cooperator and its disposition, at the conclusion of the agreement period, must be in accordance with the terms of Notice of Award.
3. Travel Needs (employees, contractors, etc. – please specify):
  - a. Method of payments
  - b. Rate of payments for travel and per diem
  - c. Approving official
  - d. Type of travel to be authorized
  - e. Number of trips to be authorized
4. Supplies:
  - a. Special supplies
  - b. Method of procurement
5. Other Resource Needs
  - a. Detail resource needs that do not fit the categories above.

### **Budget**

Provide a budget summary worksheet and budget detail report similar to the format illustrated in Appendices B.1 and B.2 that reflect the expenditures for the plan presented for the entire funding period with the first six months and the second six months broken out separately. Present Standard Forms SF424 and 424A should be completed with one-half of the total requested amount (the first six months of planned budget). Upon successful achievement of the stated premises registration goals at the end of the first six months, a revised SF-424 and SF424A will be requested to approve the remaining 50 percent of the total requested amount. Please note that the work plan should describe the efforts of both the first six months and the second six months in the application.

The budget should include the detail for the budget object class categories reflected on the SF-424A Section B, including indirect costs, if appropriate.

**The following forms must be submitted with the “NAIS Implementation” Work Plan and Budget (referenced above):**

- **Application for Federal Assistance:** Standard Form 424
- **Budget Information:** Standard Form 424A
- **Assurances – Non-construction Programs:** Standard Form 424B
- **Disclosure of Lobbying Activities:** SF-LLL (required for Federal Assistance greater than \$100,000)

- **Certification Regarding Lobbying (required for Federal Assistance greater than \$100,000)**
- **Indirect Cost Rate Agreement (if claiming indirect costs)**
- **Proof of Non-profit status**

Note: The Certification Regarding Lobbying, Indirect Cost Rate Agreement, and Non-profit status information cannot be submitted through grants.gov. If you are applying through grants.gov, these items will be requested at the time of the application.

## **VI. Submission Dates and Times**

- **Deadline: 4:30 EST, May 1, 2007**  
Applications received after the deadline will not be reviewed or considered. Applications received when availability of funds has expired will not be considered.
- **Evaluation and Selection**  
The evaluation of applications will be conducted within approximately 30 days after the application is received and will be conducted in the order the applications are received. Following the work plan and budget review process, all applicants will be notified of the amount of the available funds that have been reserved to support their plan, if any, and any changes to the work plan that are needed to justify the reserved amount. Applications received after all funds for this cooperative agreement announcement have been awarded, even if received before the applications deadline, will not be reviewed and, therefore, will not be eligible for funding.
- **Awarding of Funds**  
Funds will be awarded for the period beginning on the date indicated in the Notice of Award and continue for 12 months.

## **VII. Intergovernmental Review**

CFDA 10.025 is subject to Executive Order 12372, “Intergovernmental Review of Federal Programs” in the States of: Arkansas, Delaware, District of Columbia, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada\*, New Hampshire, North Dakota, South Carolina, Texas, Utah, and West Virginia. Awards will not be made until this process has been completed in the applicable States. Names and addresses of States’ Single Points 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 your State, submit your application to the SPOC simultaneously to submitting to APHIS. Failure to meet with this requirement will result in a rejection of your application. A copy of the SPOC receipt and approval letter will be required at the time the award is made.

\*Nevada only requires a copy of the SF-424 be mailed to them for information. Check “Not selected for Review” on Block 16 of the SF-424.

## VIII. Funding Restrictions

Plan funds must be obligated by the recipient within 12 months of the effective date of the agreement. Construction, including renovations of real property, is not authorized. Plan funds may only be used outreach and education and for the registration of new premises as outlined in the work plan of the applicant.

Plan funds may not be used for certain types of personnel, including computer software developers and programmers. The types of personnel who may be funded under these plans would include program delivery personnel.

Plan funds may not be used for certain types of equipment, including servers and data storage devices.

Plan funds granted under this announcement may not be used for field trials or research.

The applicant must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its cognizant Federal agency, when indirect costs are assessed in the budget. Native American Tribal Governments who do not have a current indirect cost rate agreement and desire reimbursement of indirect costs should work with the Department of Interior (its cognizant Federal agency) to formalize a rate agreement. APHIS will require a copy of the proposal and the provisional rate that is established by the Department of Interior prior to reimbursing any indirect costs.

## IX. Other Submission Requirements

Applicants can apply to this funding opportunity through <http://grants.gov>. First time users should go to the "Get Registered" tab on the Web site and carefully read and follow the steps listed in order to apply. Your organization will need to be registered with the Central Contractor Registry (CCR). In order to register with the CCR, a requirement for registering with [grants.gov](http://grants.gov), your organization will need a Data Universal Number System (DUNS) Number. A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through [Grants.gov](http://Grants.gov).

**Please note: The DUNS and CCR requirements described above are applicable to all applicants whether you choose to apply through [grants.gov](http://grants.gov) or submit a paper application package. Allow at least a couple of weeks to accomplish these two steps.**

Applications must be received through [grants.gov](http://grants.gov) or at the address below by close of business on the closing date indicated in V.I. "Submission Dates and Times."

Applications may be submitted electronically in MS Word, PDF format (email or fax), or one original paper application package to:

USDA APHIS VS  
c/o Vince Chapman, NAIS Program  
National Center for Animal Health Programs  
4100 River Road – Unit 200  
Riverdale, MD 20737

vince.c.chapman@aphis.usda.gov  
301-734-0739 (voice)  
301-734-7964 (Fax)

## **X. Application Review Information**

### ***A. Criteria***

Applications must clearly define a plan for promoting and achieving premises registrations, define the volume (number of premises to be registered) expected for every three months (quarterly) of the twelve-month funding period and the details of how the Cooperator will use the funds to achieve the work plan objectives. The work plan must also describe how the applicant will interact with the established State or Tribal animal health officials and their established NAIS coordinating committees.

### ***B. Review and Selection Process***

USDA, APHIS, VS is responsible for the allocation of funds to support NAIS implementation plans that will be funded through cooperative agreements. All work plans will be reviewed by an APHIS VS review panel in the order in which they are received for consistency with this announcement. The Review Panel may request adjustments to the work plan if considered of merit. Once the Review Panel determines the work plan qualifies for an award and accompanying supporting information is accurate and acceptable, the entire applicant's package will be forwarded to the appropriate USDA, APHIS, VS staff person for processing the Notice of Award. VS has final authority in determining the amount of available funds that will be awarded to each qualifying NAIS premises registration plan.

Applicants with applications that do not qualify will be advised of their evaluation and reasoning for the denial of their application. The applicant may resubmit a new application and, if it is received before the application deadline, will be considered as a new application on the date it is received.

## **XI. Award Administration Information**

### ***A. Award Notice***

Applications selected for funding will be notified by email or phone as the review and selection process is conducted through the application deadline and no later than May 31, 2007.

Approximately 10 days after the email notification of finalized application, APHIS will prepare and submit a Notice of Award to the Cooperator for signature. Once the Notice of Award is signed and returned to APHIS for final signature, the agreement will become effective. A letter will be mailed to any unsuccessful applicants on approximately the same date the selected applicants are first notified.

### ***B. Administrative and National Policy Requirements***

Cooperators of this agreement will not be provided access privileges to national databases.

Successful applicants must comply with the requirements contained in the United States Department of Agriculture "Uniform Federal Assistance Regulations", 7 CFR 3015; "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", 7 CFR 3016; "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, 7 CFR 3019; in addition to "Government wide Debarment and Suspension (Non-Procurement)", 7 CFR 3017; "Government wide Requirements for Drug-Free Workplace", 7 CFR 3021; "New Restrictions on Lobbying," 7 CFR 3018; and Office of Management and Budget regulations governing "Controlling Paperwork Burdens on the Public", 5 CFR 1320.

## **XII. Reporting**

### ***A. Administration of Premises Registration Applications***

#### Awardees', APHIS', States', and Tribes' Responsibilities & Obligations:

In accordance with NAIS program processes and APHIS' requirements, the registration of premises through this cooperative agreement will adhere to the following procedures established by APHIS:

1. USDA's Animal and Plant Health Inspection Service, Veterinary Services (APHIS VS) will notify the States "targeted" for NAIS premises registration by this cooperative agreement with Awardee.
2. Awardees will contact the appropriate contact person or other responsible person for the premises to complete the NAIS registration application form provided for use with this agreement. Applications, without exception, are not to be completed without the direct consent of the producer.
3. Awardee will stamp or clearly mark the registration application with its name on the completed premises registration application and submit to the appropriate State office that administers the premises registration for the premises in question.
4. Upon receipt of the premises registration forms, the State will date stamp the registration application when received and will process the applications in the order of date received.
5. As applications from Awardees are processed, States will maintain a count of premises registered on the APHIS VS premises reporting template by each Awardee.
6. Premises registrations that result in a premises "exception" will be administered as quickly as possible. A premises registration exception is when the registration is not



valid for some reason, e.g., an incorrect premises address. When a premises registration is validly completed, the State will maintain a count of the number of validly registered premises on the reporting template.

7. Premises registration applications that are not valid or that already have a PIN will be noted accordingly on the application and returned the 1<sup>st</sup> and 15<sup>th</sup> of each month by the State to Awardee (State to maintain a copy of the invalid registration application).
8. The State will submit the report with the count of premises registered by the Awardee to APHIS VS the end of each month with a copy also sent to the appropriate Awardee representative.
9. USDA APHIS VS will maintain a total count of the premises by State and nationally for each Awardee that were registered as a result of the activities of the respective cooperative agreement.
10. APHIS is responsible for informing the States of the processes and the States' corresponding duties outlined herein.

The States or Tribes, if they so prefer, may alter how they process premises registration with the Awardee. For example, if the volume and/or capabilities of Awardee warrants use of the online premises registration system, a State could utilize this option and establish Awardee as an "Agent" for premises registration. The choice to use this or other options is at the discretion of the State or Tribe. The State or Tribe would still submit the count of premises registered by each Awardee to APHIS VS.

#### Awardees' Responsibilities & Obligations:

1. The premises registration applications obtained by the Cooperator will be sent to the appropriate State or Tribe for their administration on a weekly basis and those registration applications will be processed by each State or Tribe.
2. Awardee will maintain quality controls for providing accurate information and to uphold professional standards related to any marketing and/or solicitation associated with the registration of new premises and comply with all applicable State and Federal laws related to any actions done pursuant to this cooperative agreement. Awardee is prohibited from requesting information beyond what is required on the State premises registration application form that applies to the premises being registered for the NAIS program.

#### ***B. Other***

The Plan Administrator will provide to the APHIS authorized representative **quarterly** accomplishment reports on program activities outlined in the work plan. It is suggested that these reports be submitted in the format illustrated in Appendix A. 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 60 days** after the **Agreement** expires or terminates. For this performance-based cooperative agreement, the second quarterly report will be used to determine whether to award the next funding amount (25 percent of the total award) and the third quarterly report will be used to determine whether funding for the 4<sup>th</sup> quarter funds are provided. The Plan

Administrator will provide to the APHIS authorized representative a properly certified **quarterly** Financial Status Report, SF-269, **no later than 30 days** after the end of each Federal fiscal quarter and a final SF-269 **no later than 60 days** after the **Agreement** expires or terminates. Any requests for an extension of time to submit the SF-269 must be made 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-269 are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.

### **XIII. Agency Contacts**

For questions of programmatic content, please contact:

David L. Morris  
APHIS, Veterinary Services  
Ph. 970-494-7375  
Fax 970-494-7369  
David.L.Morris@aphis.usda.gov

For administrative questions, please contact:

Eileen Berke  
APHIS, Agreements Services Center  
Ph. 301-734-8330  
Fax 301-734-8064  
Eileen.M.Berke@aphis.usda.gov

### **XIV. Other Information**

Funds for this announcement are dependent on the availability of Fiscal Year 2007 appropriations. USDA is not obligated to make any award as a result of this announcement. Only the APHIS Authorized Departmental Officer (ADO) can bind the Government to expenditure of funds. The second portion of this performance based cooperative agreement is contingent on the Awardee achieving the established performance goals.

**XV. Appendix A: Accomplishment Report Summary Format**

**COOPERATIVE AGREEMENT ACCOMPLISHMENT PLAN AND REPORT**

**07-9XX-0XXXCA**

**Program: NAIS**

<b>Quarter Completed:</b>		<b>Report Date:</b>	<b>Contact Person:</b>	
<b>Activity</b>	<b>Planned Accomplishment – List Specific Performance Measures</b>	<b>Performance Measures - Achievements -</b>	<b>If Objectives Have Not Been Met, Explain Below:</b>	<b>Work Site Visited Dates:</b>
<b>Activity 1</b>	<b>Enter planned accomplishment:</b>  Explain planned accomplishment:	<b>MEASURABLE OUTCOMES</b>		
<b>Activity 2</b>	<b>Enter planned accomplishment:</b>  Explain planned accomplishment:	<b>MEASURABLE OUTCOMES</b>		
<b>Activity 3</b>	<b>Enter planned accomplishment:</b>  Explain planned accomplishment:	<b>MEASURABLE OUTCOMES</b>		
<b>Activity 4</b>	<b>Enter planned accomplishment:</b>  Explain planned accomplishment:	<b>MEASURABLE OUTCOMES</b>		

XV. Appendix B.1 - Budget Worksheets

### Budget Summary Worksheet

	<u>A</u> Federal Funds First 6-Month Period	<u>B</u> Federal Funds Second 6- Month Period	<u>C</u> Total Federal Funds  (Column A plus B)	<u>D</u> In-Kind or Matching Funds
a. <b>Personnel</b>	_____	_____	_____	_____
b. <b>Fringe Benefits</b> Explain a and b in Detail Section	_____	_____	_____	_____
c. <b>Travel</b> Explain in Detail Section	_____	_____	_____	_____
d. <b>Equipment</b> Individually list major items	_____	_____	_____	_____
e. <b>Supplies</b> Individually list major items	_____	_____	_____	_____
f. <b>Contractual</b> Explain in Detail Section	_____	_____	_____	_____
g. <b>Construction</b>	Not Applicable	Not Applicable	Not Applicable	Not Applicable
h. <b>Other</b> Explain in Detail Section	_____	_____	_____	_____
<b>Total</b>	=====	=====	=====	=====

## XV. Appendix B.2 - Budget Worksheets

### Budget Detail Worksheet

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a. **Personnel**

b. **Fringe Benefits**

Explain how the Personnel and Fringe Benefits were determined. Include number of individuals, wage rates and hours for each.

c. **Travel**

Explain how the travel expenditures were estimated. Include expenses by Air fares, lodging, meals, car rentals, mileage, etc. Indicate number of trips and travel days and estimated average cost for each.

d. **Equipment**

Equipment and cost of each should be itemized on the summary worksheet. Indicate here any other appropriate information.

e. **Supplies**

Supplies and cost of each major item should be itemized on the summary worksheet. Indicate here any other appropriate information.

f. **Contractual**

Explain any contractual services the Cooperator plans to have with 3rd parties. Provide complete explanation of services, resources being utilized and how cost was determined. cost of each and being

h. **Other**

List and describe other expenditures explaining their primary use and/or type.