



## National CAPS Committee (NCC) Conference Call

August 1, 2013

### Minutes

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#### Participants

John Bowers	Avi Eitam	Lisa Jackson	Monte Johnson
Rick Zinc	Carol Motloch	Talitha Molet	Kristian Rondeau
Terry Bourgoin	Saul Vaiciunas	Melinda Sullivan	
Joel Bard	Laurinda Ramonda	John Crowe	
Piera Siergert	Helmuth Rogg	Susan Schechter	
Julie Van Meter	Kathy Handy	Eileen Luke	

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#### New USDA NIFA Representative for the NCC

Monte Johnson is replacing Marty Draper as the new National Institute of Food and Agriculture (NIFA) representative for the NCC. Monte has a background in entomology, and has previously worked as an extension entomologist for the University of Kentucky. He currently works as a program manager administering various grant programs, including the Pest Management Alternatives program. He has also worked on IR-4 projects, which focuses on helping specialty crop growers with pesticide registrations.

#### National Plant Board Meeting

John will be attending the National Plant Board meeting which will be held August 4-8 in Louisville, KY. He will be giving a short presentation on Tuesday morning dealing with the CAPS program. Items to be covered in the presentation include:

- **CAPS Measures and NAPIS data entry**
- **The 2014 Guidelines.** There were no major changes to the Guidelines this year. Surveys are still being split between CAPS and Farm Bill.
- **2014 work plan budgets.** Budgets for 2014 work plans should not exceed the final 2013 budget levels. Work plans should be submitted by Friday, August 16<sup>th</sup>.
- **Long term CAPS Program changes.** The CAPS Management Team (MT) is working on evaluating the program and determining what direction the program should move towards in the future; long-term 2015-2020 planning.
  - Incorporate surveys based on sound risk analyses
  - Ensure surveys for high-priority pests in high-risk areas
  - Budget driven and flexible with budget uncertainties
  - Focus on core national priorities (need to define)

The Program is just beginning to start the process; the Plant Board will be involved via the NCC or otherwise if desired; need suggestions and who should be at the table.

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



- **First Steps:**
  - Survey Gaps Analysis to determine if the Program is surveying for the highest priority pests in the high risk areas; how close are we to hitting the mark; results will help guide us and will be the first milestone along the way.
  - Program management changes for efficiency; need to have all Pest Detection/CAPS agreements on the same calendar schedule (Jan1 – Dec 31); there are logistical, reporting, data entry, and financial reasons for doing so; Brian will be having conversations with affected states.
- **NAPIS.** NAPIS will be used for 2014, and likely in 2015, also.
- **Volunteer Survey Guidance**
- **CAPS Recognition**

### **2014 Work Plans**

Work plans are due COB August 16, 2013. Brian will be handling all submissions this year, so the sooner work plans are submitted, the sooner they can be processed.

Also, the Survey Summary Form on the CAPS site is now up and running. Make sure that your constituency fills this out. Remind your constituency that they should have the Survey Summary Forms filled out as soon as possible. **Brian will not look at the work plan until this form has been completed and submitted.**

While you are on the CAPS R&C site, take a look at the CAPS Accountability Report and make sure that the survey data from your previous and current agreements are reflected. In other words, make sure your data entry in NAPIS is up-to-date. As we look at the CAPS program and incorporate some program management accountability and efficiencies, new agreements may not be processed until the required data entry from previous agreements is complete. Just as everyone is reminded to change the batteries in your smoke detectors with the change in standard or daylight savings time, perhaps as you contemplate the Survey Summary Form, you also should check on your data entry. If you do not check your batteries/data entry, then you may not know there is a fire until it is too late and the fire truck/agreement may not be coming. Some food for thought.

### **Cooperative Agreement Work Plan Management SharePoint Site**

Minor changes have been made to the Cooperative Agreement Work Plan Management SharePoint site. This site is used by the SPHDs and PSSs to submit the detailed work and financial plans. The site routes the work plans, and provides notifications to the program managers prompting their review. APHIS personnel are able to track and monitor the status of submitted work plans with transparency. The site is not available to anyone outside APHIS, but that option remains a long term goal for us. If there are any issues with SCCs or SPROs not receiving feedback on work plan issues in a timely manner, contact Brian (CAPS) or Kristian (Farm Bill).



A few minor changes are being implemented on the site to deal with FY14 work plans, and create a living archive for FY13 and earlier work plans. When uploading a work plan, there is a new required field to select the fiscal year for the work plan. This will help separate the FY13 from FY14 work plans.

### **Agreement Training**

There currently is not a training module available dealing with agreements (how to submit the forms, changes to agreements, etc.). There should be something available by late January. However, if you have new members on your team, do not wait until this training is offered. Contact either Linda Schepers ([Linda.Schepers@aphis.usda.gov](mailto:Linda.Schepers@aphis.usda.gov)) or Paula Flather ([Paula.C.Flather@aphis.usda.gov](mailto:Paula.C.Flather@aphis.usda.gov)) to request one-on-one or state training for your state.

### **FY2014 Farm Bill Updates**

Emails were sent and conference calls were conducted with the goal of beginning the discussion on the changes and processes that will be used for the FY14 Farm Bill. One of the goals for the Program this year is to reel the timeline back in and have it line up more with the CAPS program. This past year, there was not a lot of time to look at the lessons learned from previous years and to work on improvements. The goal this year is to continue to determine a set time line for Farm Bill processes and publish a Farm Bill national guidelines document (similar to the CAPS Program). The Guidelines document should be published around mid-August. This would give individuals time to go over the material. Webinars and conference calls will be held to go over the guidance and changes and improvements to the suggestion submission process.

The open period for suggestions will begin sometime in October. If the open period lasts for 4-6 weeks, the public spending plan should be approved somewhere around January or early February. Following this, we would start soliciting for the work and financial plans.

The Deputy Administrator's office requested a Program Review. There will be a presentation at the NPB meeting to go over the results. The review analyzed the program and looked for areas to improve. The short term ideas should be in place for FY14. One short term idea is to improve the Metastorm interface. The submission form will be changed so that it prompts the submitters for information and walks them through the submission form one section at a time before the final review of the submission. By releasing Guidelines, the group wants to make it easier for individuals to submit suggestions in line with national guidance and reviewers to review the suggestions. There also is a list of long term items the Farm Bill Management Team will be addressing.

**The next NCC call will be on Thursday, September 5, 2013, at 11:00 am eastern time.**