



National CAPS Committee (NCC) Conference Call

March 6, 2014

Minutes – Guidance on Cooperator Share

DATE: March 20, 2014

SUBJECT: Cooperator cost share

The recent discussion on the March NCC call in reference to reporting the cooperator's share is in need of clarification and revised guidance. This discussion was good and enlightening. This issue was presented to our agreement's staff, and they provided the following guidance:

“The cooperator should be providing accurate estimates in their Work and Financial Plan of the work they plan to perform as well as how much that work will cost. If this is over the federal award amount, they need to show a cooperator share. Further, this Financial Plan should match the SF 424a that is submitted with the signed NOA. The final article of each Notice of Award clearly states that the federal and cooperator share listed create a ratio that must be maintained throughout the agreement, unless revised. If the cooperator spends less than estimated, then the federal reimbursements must be reduced to maintain the ratio. As long as the ratio is maintained, there is not an audit issue. The agreements specialist that reviews the final Financial report (SF 425) is responsible for ensuring this ratio has been met and taking appropriate action (requesting refunds or adjusting final payments etc.) if it is not.”

What this means is, as long as a cooperator maintains the proper ratio throughout the agreement, then the agreement is in compliance.

The Pest Detection/CAPS Program does not require a cooperator share to enter into a cooperative agreement. If, however, a cooperator chooses to enter a share amount on the financial forms, then they must adhere to the guidance given above, and the amount should match the SF 425 at the end of the agreement.

Previously, the CAPS Program asked cooperators to enter share amounts in the Survey Summary Form on the CAPS R&C site even if they did not enter a share amount on the financial forms. This was to facilitate reporting and requests for information that the Program receives from Congress from time to time. However, going forward for 2015 work and financial plans, we are requesting that only cooperator share reported on the financial forms be entered into the Survey Summary Form in much the same manner that surveys and target pests described in the work plan be listed on the Survey Summary Form. If no cooperator share is entered in the financial forms, then no cooperator share need be entered into the Survey Summary Form. We are making this change for transparency and to make sure we are accurately reporting on cooperator cost share when this information is requested.

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.



This information also will appear in the 2015 Guidelines.

As always, please distribute this information to your constituency, and let us know if you have any questions.

Sincerely,

The Pest Detection Management Team

/s/ Drs. John Bowers, Brian Kopper and Richard Zink