



National CAPS Committee (NCC) Conference Call

September 4, 2014

Minutes

Participants

John Bowers	Brad Lewis	Lisa Jackson	Kristian Rondeau
Brian Kopper	Carol Motloch	Melinda Sullivan	Umesh Kodira
Rick Zink	Lisa Ishibashi	Dan Mackesy	
Terry Bourgoin	Saul Vaiciunas	John Crowe	
Piera Siegert	Sherry Aultman	Susan Schechter	
Joe Collins	Laurinda Ramonda	Eileen Luke	

Budget (no change from previous month)

There are no current updates for the FY15 budget. While there is still some hope that an appropriations bill will be signed before the beginning of the fiscal year, the likely scenario will be that we will begin the year on a Continuing Resolution due to mid-term election activity.

“Congress returns next week from a five-week recess but has scheduled only three weeks of work, a total of 12 days, before planning to recess again through the elections. In that time, a main order of business will be to enact stopgap funding for the fiscal year that begins October 1, with a temporary measure likely extending until sometime in November or even early December, where the budget would be left for a lame-duck session already planned. There is little expectation of a partial government shutdown as happened last year when the new fiscal year arrived with no budget in place. Most likely some or even all of the regular appropriations bills—which set agency funding levels that in turn drive employment levels and a host of other policies—will be merged into a catchall bill, which might extend through the entire new fiscal year or only just into part of it.” – FEDweek, Sept. 3, 2014

Work & Financial Plans

Work and Financial plans are past due to Field Operations. Most states have submitted their plans, and Brian is going through the process of reviewing them. If you have not heard from Brian, then everything is good; no news is good news. If you have plans that need changing or have not yet submitted them, please do so as soon as possible so that a complete spending plan for CAPS agreements can be prepared in advance of budget meetings scheduled for the week of September 22. Work plans cannot be officially approved until Field Operations receives an allocation and has a PPQ approved budget and spending plan.

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.



Remember to enter survey data into the Survey Summary Form as work plans are finalized in the state. Work plans will not be reviewed unless the Survey Summary Form is complete. Both the CAPS and PPQ Survey Summary Forms are open.

When reviewing 2015 work plans, CAPS management will be looking at the CAPS Accountability Report for missing 2013 data. Everyone, with a few exceptions, should have all 2013 data entered into NAPIS. Work plan reviews will be delayed and continued funding questioned if data for target pests have not been entered. SPHDs have been notified by FO and SPROs notified at the National Plant Board meeting, but everyone should check to make sure all required data entry is complete for all target pests.

Survey Supplies

The ordering of 2015 survey supplies through the IPHIS system likely will start in mid-October and be open into November. Information provided on the Survey Summary Form helps the program prepare for what is needed. This, in turn, helps on-time delivery to the field.

Farm Bill Section 10007

The Farm Bill program is very close to announcing the open period for the FY15 program. As in past years, the plan is to have a 6-week open period followed by a month of review and evaluation. Ideally, a spending plan will be announced in January (or early February). The 2014 Farm Bill came with increases in funding so each of the goal areas should expect additional funding. The [APHIS Farm Bill website](#) will be updated soon and include FY15 program info including, Guidelines, FAQs, etc.

- Subscribe to the Farm Bill topic in the [APHIS Stakeholder Registry](#) to receive email updates. The first communication for 2015 is copied at the end of these minutes.
- Join us on twitter http://twitter.com/USDA_APHIS to receive instantly updated information about this and other topics.
- To provide feedback or input regarding the implementation of Section 10007: farmbillsection10007@aphis.usda.gov.

CPHST Pest Surveillance Support

A work and planning meeting will be held next week, September 9-10, at the Otis Laboratory in Massachusetts. Many of the topics brought up on past NCC conference calls will be discussed, including risk-based surveys and risk modelling, new commodity surveys, and how CPHST can support the Agency's pest surveillance programs. Outcomes will be discussed on the October NCC call.

The [2014 Mollusk Survey Reference](#) is now available for review. This survey reference is presented in a new format. The Introduction contains general biological information on the target mollusks and information on planning the survey, conducting the survey, and sample submission. The individual pest datasheets are posted as free-standing documents. This format will allow for easier updates to the documents. Both the Introduction and datasheets are



available on the Manuals page, via the 2014 and 2015 dropdown menu. The review period will run from August 25 through October 20, 2014. Please send comments/edits to [Talitha Molet](mailto:Talitha.Molet@purdue.edu), 919-855-7457, 1730 Varsity Drive, Suite 400, Raleigh, NC 27606. Comments/edits received after October 20, 2014 may not be included until after the next document review.

Purdue Update

Two new features are being rolled out: My Surveys in NAPIS and the Survey Update email distribution list.

1. In NAPIS under Home/My Profile you will notice a link to My Surveys. Clicking this link will allow you to download data entry spreadsheets that will be pre-populated with information specific to the surveys and target pests you identified in the Survey Summary Form for that survey year. This should make preparing data for entry into NAPIS much easier and less time-consuming.
2. The CAPS Resource and Collaboration web site is being upgraded. As we work through the transition, features available in the current software version are not being supported in the upgraded version. One of these features is the CAPS Forum from which survey methodology (traps, lures, etc.) and identification and diagnostic updates were sent by Lisa Jackson and Melinda Sullivan via the CAPS R&C site. Because of the upgrade, the CAPS Forum is being disabled. An email was sent 8/27/14 with this and other information.

The replacement for the CAPS Forum will be the Survey Update mailing list. CAPS Forum messages will be converted from capsrc@ceris.purdue.edu to the Survey Update mailing list surveyupdate@ceris.purdue.edu. The Survey Update mailing list will now be the primary means to communicate survey information, including approved traps and lures changes, survey manual changes and updates, survey supply orders and updates, identification and diagnostic aids and protocols, and other general changes and updates that occur periodically throughout the year.

If you have any questions on either of these features, please contact Susan Schechter.

Phytoplasma Workshop

A phytoplasma workshop was held on August 21, 2014 for state survey coordinators, state field survey personnel, Plant Health Safeguarding Specialists, and University diagnosticians. Twenty participants attended the workshop. Sarah Grubin, MA State Survey Coordinator, and Nichole Carrier, Pest Survey Specialist CT/MA/RI, coordinated the logistics of the training. Dr. Bob Davis, Research Plant Pathologist, Molecular Plant Pathology Laboratory, ARS presented the workshop training. The classroom portion was held in the Alexander conference room in Fernald Hall at UMass Amherst. The field survey portion was held at Quonquot Farm in Whately, MA which had peach and apple orchards and some native grapes. Most respondents



rated their prior knowledge of phytoplasmas are poor-fair. After the training they rated their knowledge as good-ok. – Nichole Carrier

Training sessions like these are extremely valuable, both in terms of knowledge gained and personal interactions with colleagues, and are highly supported by the CAPS Management Team. As the Farm Bill suggestion season is almost upon us, now is the time to think about what identification, diagnostics, and other survey education is needed in your area, state, or region. Farm Bill has supported these endeavors in the past, and likely will do so in the future as they build capacity and support for the early pest detection mission. Identify your needs, who would come and benefit, and add up the costs, then, please, consider submitting a suggestion for furthering your knowledge and skills. Let the CAPS team know how we can help. Sarah and Nichole are good resources.

NCC Term Rotations and Annual Meeting

Several members of the NCC are nearing the end of their 3-year terms. Terms are based on the calendar year, and are staggered so that there is overlap. John and Brian will start the process with the various constituency groups within the next month for that constituency group to put a name forward to serve on the NCC starting January 1. Members serve for 3 years, and are eligible for a second 3-year term if they and their constituency so desire. Now is the time to discuss this with your colleagues and constituency. Those whose term ends December 31 are:

Terry Bourgoin – SPHD, 1st term, eligible for a second term

Piera Siergert – SPRO EPB, 1st term, eligible for a second term

Brad Lewis – SPRO WPB, 1st term, eligible for a second term

Laurinda Ramonda – SSC CPB, 2nd term, not eligible for another term

Also, now is the time to start thinking about the Annual NCC Meeting in January. One of the first orders of business is deciding where to hold the meeting so that we can do the appropriate cost analysis and get approval. A western state is preferred. The main criterion is that someone agrees to host the meeting at no cost, but the return on the investment could be large in terms of communication, personal relationships, and the prestige of showing off your place and state to the NCC. We guide our decisions on showcasing the safeguarding continuum. In the past we have held the meeting at the Regional/Hub office, the National Detector Dog Training Center, the Miami Port Inspection Station, and last year, at Florida's Department of Plant Industry in Gainesville. How do you fit into the continuum, and are you willing to host the NCC?

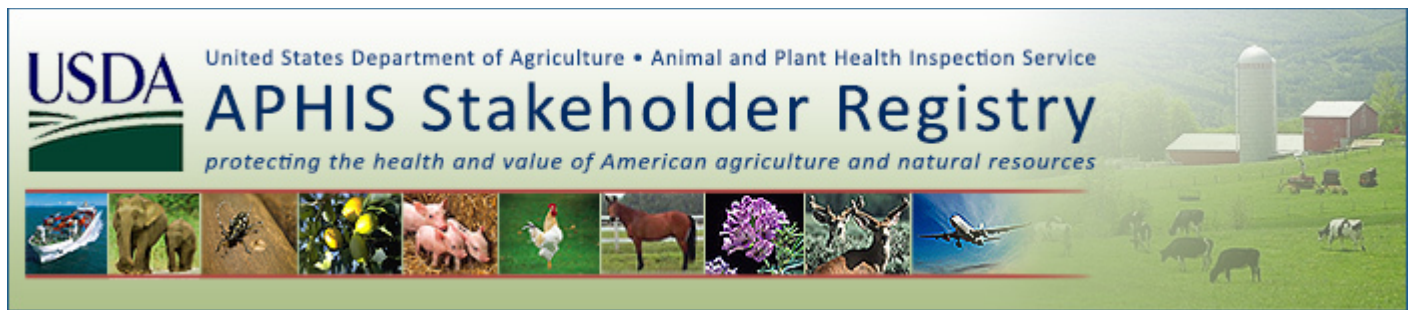
The next NCC call will be held on Thursday, October 2, 2014, at 1:00 pm eastern time.

Please forward to your NCC representative any agenda topics for discussion on the October call.



Farm Bill Section 10007 UPDATE: Prepare for FY15 Open Period

USDA Animal and Plant Health Inspection Service sent this bulletin at 08/28/2014 04:05 PM EDT



Having trouble viewing this email? [View it as a Web page.](#)



Greetings Farm Bill Section 10007 Stakeholders,

Over the past several months the Farm Bill Management Team (FBMT) and many internal and external partners have been busy overseeing the implementation of over \$53.9 million dollars that funded 386 projects under the FY14 spending plan. As the fiscal year is winding down we look forward to announcing the open period for 2015. Our review teams have just renewed the Goals, Objectives, and Implementation Strategies for the FY15 program.

In the weeks to come we will update the [PPQ Farm Bill Web site](#) by posting the FY15 (Annual) Implementation Plan, updated Frequently Asked Questions (FAQs) and information about getting an account in Metastorm to access the Farm Bill Suggestion System. Based on the outcome of our review of the FY14 Spending Plan process we identified additional enhancements for the Metastorm Farm Bill Suggestion System to improve the user experience in FY15.

We expect the Open Period to begin sometime in September 2014 and last for six weeks. More details, including the schedule of stakeholder webinars to explain the FY15 process, will be sent to you in the coming weeks through the APHIS Stakeholder Registry.

NOTE: Please DO NOT attempt to create suggestions before the Open Period. The Metastorm process and forms are being updated for FY15 and anything submitted before we announce the Open Period will be deleted.

To stay informed, please subscribe to the Farm Bill Section 10007 topic in the [APHIS Stakeholder Registry](#).

The Farm Bill Management Team



Cooperative Agreement Seminar Series

A seminar series is available to both PPQ and state cooperators. The series includes 13 modules covering various topics on the management of cooperative agreements. The live seminars have concluded, but the content and information is still available. Information on how to access the seminar series is included at the end of these minutes. Everyone who touches even a small part of a cooperative agreement or the cooperative agreement process is encouraged to take some time and go through the series.

PPQ Cooperative Agreements Seminar Series

Training Description

This seminar series includes 13 training sessions covering various topics associated with PPQ cooperative agreements management. The series is offered as electives, allowing the intended audience to choose from among modules in a customizable approach to improving performance in managing and monitoring cooperative agreements. The target audience includes cooperators.

Seminar Modules:

Module 1	Introduction to Seminar Series
Module 2	How to Complete a Detailed Work Plan
Module 3	How to Complete a Detailed Financial Plan
Module 4	Reviewing a Cooperator Accomplishment Report
Module 5	Federal Funding and the Budgeting Process
Module 6	Rules and Regulations Associated with the Notice of Award
Module 7	Substantial Involvement in the Cooperative Agreements Process
Module 8	Oversight and Monitoring Cooperative Agreements
Module 9	How to Manage Changes with Cooperative Agreements
Module 10	How to Report De-Obligations and Extensions
Module 11	How to Complete Closeout Reporting
Module 12	How to Maintain Agreements Files
Module 13	How to Prepare for an Audit

Application Instructions

Step 1: Connect to this link in your web browser: <https://www.surveymonkey.com/s/668FVW2>

Step 2: Provide the contact information requested in the survey and select “next.”

Step 3: Select the boxes next to the seminar(s) you wish to participate in and select “next.”

Step 4: To complete registration, select “done.”

Once you have registered, you will be contacted by PPQ’s Professional Development Center and provided access to the virtual classroom where the materials are housed.



For questions about registration, please contact Kyle Hegamyer
(kyle.c.hegamyer@aphis.usda.gov or 240-529-0259)

For questions about the seminar series, please contact Melissa Thornton
(melissa.r.thornton@aphis.usda.gov or 240-529-0263)