



National CAPS Committee (NCC) Conference Call

April 2, 2015

Minutes

Participants

John Bowers	Brad Lewis	Ian Foley	Kathy Handy
Brian Kopper	Yolisa Ishibashi	Lisa Jackson	Susan Schechter
Rick Zink	Carol Motloch	Melinda Sullivan	Eileen Luke
Terry Bourgoin	Saul Vaiciunas	Dan Mackesy	Umesh Kodira
Kristian Rondeau	Sherry Aultman	Joel Floyd	
Piera Siegert	Dale Anderson	Steve Bullington	

Joel Floyd Retirement

After 30+ years with APHIS, Joel Floyd will retire from government service. His last day is Friday, April 3. At his retirement celebration, the CAPS and Farm Bill Programs presented to Joel on behalf of the entire CAPS community, an award to show our respect and heartfelt appreciation for his participation and accomplishments in our Programs. (notice Joel's artwork on the award). To our friend and colleague, we all wish Joel congratulations and a wish for a long and prosperous retirement.



Starting April 6, Steve Bullington will be taking on Joel's responsibilities as the Domestic Diagnostic Coordinator, possibly until the position is filled permanently. Steve currently is a Trend Analyst on the National Identification Services (NIS) staff in Riverdale, and is a former Pest Survey Specialist from Pennsylvania. Questions normally directed to Joel should be directed to Steve at 301-851-2153 or Steven.W.Bullington@aphis.usda.gov.

2015 CAPS Recognition

Nominations for CAPS Recognition have been received and are under review by a subcommittee of the NCC. Based on the policy set for CAPS Recognition, at most three individuals or groups will be recognized in any one year. The announcement of those receiving CAPS recognition will

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.



be made in early May. Presentation of the awards will be at the National CAPS Meeting in December, pending approval of the meeting. In years where there is no CAPS meeting, the presentation of the awards will be made at the annual National Plant Board meeting, as was done in 2014.

New Work Plan Templates

One of the topics discussed at last month's Annual NCC Meeting in Sacramento was revising the guidance on work plans. A subcommittee along with the Agreements staff have completed their review, and presented new Infrastructure and Survey work plan templates. These new templates will be included in the 2016 Guidelines. Work plans for 2015 Farm Bill surveys are using the new Survey template already. One of the major changes was to remove the "The Cooperator and APHIS mutually agree to" section in favor of a clearer and more specific "Cooperator will" and "APHIS will" sections. The committee agreed that the detail listed in Cooperator and APHIS sections along with the ROAR and ADODR signatures confirmed what was mutually agreed to thereby rendering this section unnecessary. Some of the information formally requested in this section was moved to the "Cooperator will" section and clarified. Further, information that was requested in the previous template but never utilized (e.g., how was the cooperator going to reimburse their staff for travel) was removed. The Infrastructure work plan template also was realigned to match the Accomplishment Report.

New Work Plan Guidance

Along with the new, revised work plan templates, there are two new areas with new guidance that will be included in the 2016 Guidelines.

1. For 2016, each state will have the option to bundle their Pest Detection (only) surveys into one submitted work and financial plan, or to submit separate work plans for each survey. Funding will be tracked based on all or individual surveys. There are pros and cons to each option, but either way will be sufficient for PPQ's purposes. States will choose one way or the other based on their state financial and accounting systems and processes. This guidance is only for Pest Detection funding, and only for Survey. There is no change in the guidance for entering survey and target pest information into the Survey Summary Form. Surveys and target pests need to be entered individually as in previous years even if a state decides to bundle their surveys into one work plan.
2. For 2016, each state will submit a separate work and financial plan for Infrastructure. Infrastructure funding will need to be tracked separately from Survey funding. There are several outstanding issues involving Infrastructure funding, and we feel that it is best if Infrastructure be kept separate from survey until these issue have been resolved (see below). This guidance also reflects guidance received from the Agreements staff. States will then submit at minimum an Infrastructure work and financial plan and a Survey work and financial plan.



Infrastructure Issues

There are several issues around Infrastructure, and the funding of Infrastructure, that still need to be addressed. This is just a heads-up that we need to start having some very frank discussions around these topics. A discussion session on Infrastructure at the National CAPS Meeting is planned. We need to go back and look at what is the purpose of Infrastructure and what it is intended to support.

Currently, APHIS is funding Infrastructure to Survey nationally at a ratio of 1.4:1. The ratio was higher several years ago, which is why we were directing states to budget survey charges to Survey and not Infrastructure. Although the ratio has come down, we still need to take a hard look at what Infrastructure is funding. The ratio for some states is quite high, while for other it is very low. We need to understand this dynamic. Some feedback on this topic also comes from a state that was recently audited and the guidance that the auditor provided to the SPHD based on the principles of federal assistance. Frankly, we do not know how to interpret this yet or how it may affect how Infrastructure is funded in the future (which is why I do not want to repeat it here just yet), but we need to start talking about it.

The Pest Detection budget has been flat, and as a result, the pressure on agreements is increasing. We need to look at being smarter on how we fund the CAPS program, and this includes Infrastructure. The new PPQ Strategic Plan is all about risk and how to implement risk-based approaches in our programs. The PDMT has been looking at risk models along with other variables to determine if there is a good, transparent way distribute or re-distribute Infrastructure and Survey funding. Other programs are using risk models, e.g., EAB and Gypsy moth, and we need to determine if such an approach would be appropriate for CAPS.

A review of Infrastructure Accomplishment Reports revealed that the SSC position is doing much more than just Pest Detection work. Often, a major portion of time is spent on work for other line items that have agreements in that state, e.g., EAB. Is it right or fair that Pest Detection should support this other work as well? This question needs to be put before the PPQ Management Team for a decision. If other line items can contribute to Infrastructure funding, then that would relieve some pressure on the Pest Detection budget. A favorable outcome, however, does not negate the issues mentioned above.

2016 Guidelines

The 2016 Guidelines are scheduled to be published within the next few weeks. The exact date is somewhat fluid at this time due to travel schedules. As mentioned previously, the Guidelines will have a new look on the CAPS R&C site (see last month's minutes). The crew at Purdue has the new format ready to go once the final documents are uploaded to the site. The goal is to have the information more readily available and easier to be kept up-to-date if there are any mid-season changes. We will send out an announcement through the NCC when the Guidelines have been 'published' and are available to the CAPS community. At present, there are very little changes from last year. The major changes are explained above regarding work plan templates and work plan submissions. Let John know if any changes or clarifications, editorial or



otherwise, need to be made from last year's Guidelines as there will not be an NCC review period this year due to changing the online format.

2015 Farm Bill

The 2015 Farm Bill Spending Plan has been announced, and can be viewed on the [APHIS Farm Bill website](#). Additional information has been posted on the [Farm Bill page on the CAPS R&C site](#). Work and financial plans are being submitted and agreements are going out. If you have not submitted your work and financial plan yet, do so asap. As a reminder, the [Farm Bill Survey Summary Form](#) must be completed with Farm Bill work plans. Special instructions for entering the honey bee survey were sent out recently. Contact Kristian or Susan if you have a question.

Survey Supply Ordering System Is Open

The Survey Supply Ordering System in IPHIS is open from March 25, 2015 – May 6, 2015. During this time you may only submit orders for: FY 2015 CAPS, FY 2015 PPQ Supported Programs, and FY 2015 Farm Bill – Goal 1 Survey. The Survey Supply Ordering System will open again in the winter of 2015 to support FY 2016 CAPS and Future Farm Bill – Goal 1 Surveys. Shipping may occur as early as 3 weeks after order approval. Contact [John Crowe](#) if alternate delivery dates will be needed.

NAPIS Method Cleanup

Susan and Kathy, with support from Lisa and Melinda, are reviewing the Survey Method dictionary in NAPIS. The goal is to reduce the number of Survey Methods in NAPIS by incorporating generic language that will align them closer to the Approved Methods. This will reduce duplicity, maintenance, and upkeep of the Survey Methods by pointing more often to the Approved Methods. To support this effort, new fields for Trap and Lure will be added to NAPIS data entry as discussed at the NCC meeting in Sacramento. Further details will be provided later. The new fields will not be required until 2016 survey data entry, but may be implemented this year on a voluntary basis so everyone has the chance to become familiar with the change. Most of this information is planned to be pre-populated in the My Surveys data entry template.

Trainings Predicament

Often we come across situations where an announcement comes out for a training or workshop that would benefit the CAPS community or portions thereof, and no one knew about it beforehand. Sometimes these are funded from Farm Bill, and other times from non-federal sources. The predicament is that those that may want to attend or participate often did not budget for the training and have no funds to travel. As a result, everyone is left scrambling for funding. The PDMT is looking for solutions on how to better connect with those offering training and workshops and those that want to participate, especially in the early planning stages after funding for the event is confirmed. Let us hear your ideas. This is important.



National CAPS Meeting

The almost final draft agenda for the National CAPS Meeting is being reviewed one last time by the NCC subcommittee. Within the next week or so, it will be shared with the NCC for review and comment. A somewhat quick turnaround will be expected. These are the last steps before it becomes part of the formal meeting request.

The next NCC call will be held on Thursday, May 14, 2015, at 1:00 pm eastern time.

Note that the date has been postponed for 1 week due to travel schedules.

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