



## National CAPS Committee (NCC) Conference Call

August 3, 2017

### Minutes

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#### Participants

John Bowers	Piera Siergert	Dale Anderson	Steve Bullington
Lisa Jackson	Megan Abraham	Ian Foley	Cindy Music
Mike Tadle	Tiffany Mauro	Heather Moylett	Laura Hartmann
Terry Bourgoin	Emilie Inoue	Dan Mackesy	
Greg Rentschler	Sherry Aultman	Feridoon Mehdizadegan	

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#### Infrastructure and Survey

John and Lisa had a call with the Agreements Staff in Field Operations regarding separate Infrastructure and Survey cooperative agreements. Some questions and issues arose using ezFedGrants last year, so we wanted to give consistent guidance and a path forward for 2018. It was decided, based on several factors, that separate work plans, and thus, separate cooperative agreements, would be required for Infrastructure and Survey. This is not new guidance, but has been done differently in practice over time in some areas. For accountability for federal funds, accurate reporting, and internal auditing and quality control, we need to be consistent in process across the country. As in previous years, Pest Detection surveys can be combined into one work plan, and thus one cooperative agreement, but this must remain separate from Infrastructure. An [Infrastructure and Survey Guidelines](#) document has been posted on the [2018 National Pest Surveillance Guidelines](#) page and under Work Plans on the [Resources](#) page of the CAPS R&C web site. The guidance also appears as an appendix to these Minutes.

#### Work and Financial Plans Submission Process

The process for submitting work and financial plans remains unchanged from previous years. The State will submit the work plans to the SPHD office, who will then submit them to the [Field Operations Cooperative Agreements Work Plan Management Site](#). Once approved by the NOM, the work plan will be included in the cooperative agreement process in ezFedGrants.

With the recent migration of the FO SharePoint Work Plan Management site to the new version, critical work flows in the previous version were lost during the migration. Not everything that worked before may not work now (or at least until the work flow can be recreated). Other SharePoint sites with embedded work flows also were affected by the migration. Email notifications that you have a pending task or a work plan to review may not come. It is advised to manually communicate to Lisa when a work plan has been submitted so that she knows to look for it.

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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.



### **Survey Summary Form Changes**

Lisa has been leading a group of SSCs to update the CAPS Survey Summary Form (SSF). As a result, some changes have been made. Some fields were added and others removed, and the field definitions were refined and clarified. The CAPS SSF will be finalized when John and Lisa visit Purdue next week. More information will be provided soon after that for sharing with your constituency.

As of now, Purdue will not be able to make the changes and open the CAPS SSF for entries until at least August 21. We will communicate out when it is ready. As a policy, work plans are not reviewed until the SSF has been submitted to FO. As work plans are due August 15, this, in effect, give states a few more days to submit work plans. However, please submit your work plans as soon as they are ready. Lisa will begin a cursory review before the SSF is available, and then go back and match things up. As there are many work plans to review, a delay in getting started only pushes things back even further. We would like to have a spending plan ready by October 1, so submit work plans as soon as possible. An announcement concerning the PPQ SSF will come out the week of August 14, if not sooner.

Cindy reported that a button has been added to the SSF that, once filled out, will allow the download of a spreadsheet with all the surveys and target pests. This will facilitate filling in the new tables in the work plan template.

### **Accountability Report**

The [Accountability Report](#) on the CAPS R&C website matches information from the Survey Summary Form with data entry in NAPIS. Data entry in NAPIS is a requirement of the cooperative agreement. Three new fields were added to NAPIS data entry (Funding Year, Funding Source, and Survey Name) so that pest data in NAPIS would better match with a particular survey and calendar year agreement. As of this date there still are missing data for 2016 surveys.

The Pest Detection Team has discussed the situation, and have put on the table for further discussion with ADODRs the idea that 2018 work plans will not be reviewed until a state fulfills the requirement of data entry in NAPIS for 2016 agreements, or submits a serious justification of why data entry has not occurred. Although this has not yet been implemented, states are advised to review the Accountability Report and rectify any deficiency with data entry. If the information is not correct, either enter a [Survey Summary Form Change Request](#) with justification, or contact [Cindy Music](#) at Purdue for facilitation if you are having troubles with NAPIS data entry. These steps may become necessary to maintain Program accountability for the use of federal funds.

### **Accomplishment Reports and Visual Surveys**

A couple of states have requested changes in the Accomplishment Report Template so that it better accounts for conducting visual surveys. Those on the call agreed that this would be a good



thing if people wanted it, and that it would be just a small fix. The requesting states will be asked through their NCC representative to draft an update to the current version of the Accomplishment Report so that it addresses their concerns. Once approved, it will be posted on the CAPS R&C site.

### **NAPIS Data Entry – Life Stages and Positive Data**

A request was recently received that data entry into NAPIS be allowed based only on symptoms or signs. The reasoning was that the tree symptoms and signs of the pest were characteristic of the pest, in this case galleries typically caused by Emerald as borer. This question was discussed on the call, and the overwhelming consensus was that, while certain symptoms or signs may be a characteristic of the pest, one cannot be fully certain that it is the pest one thinks it is unless the organism itself is confirmed by an appropriate identifier. It also was noted that since we are in the business of exotic pests, if we assume that at certain sign or symptom is indicative of a pest without having an identifiable life stage, then we may be missing something exotic without even knowing it. Since it is always best to confirm any positive detection, it is now policy that any positive data entry into NAPIS must be based on the appropriate life stage of the organism that will allow for accurate identification. Signs and symptoms, even if classic for a particular pest or pathogen, is not enough in our world to say for sure with 100% confidence that that the particular sign or symptom is indeed a particular pest or pathogen. We need to make sure, especially if regulatory action and/or quarantines may be the response.

### **NAPIS My Surveys**

Cindy reported out that download buttons have been added to My Surveys in NAPIS that will allow specific download of surveys and target pests. This addition then gives those entering data selective options instead of everything at once.

### **Wood Packing Material Survey Tools**

Greg brought to our attention this week that there existed a survey tool developed by CPHST PERAL that identifies high risk areas where pest entry is likely to occur via wood packing material. The output maps can be used as an information piece that survey specialists or other survey personnel can use to help inform survey locations. It appears that this survey tool was developed in 2015 or before, and that it has been mentioned sporadically on PSS and other conference calls over the ensuing years. Some states have used it, but others have not even heard of it.

It was not known by anyone on the call whether or not this survey tool was still available, maintained, or kept up-to-date. The authors of one piece of documentation have moved on to other positions, and current ownership is not known. John will contact CPHST PERAL for information and contacts. If the survey tool is still supported, a webinar for the CAPS community was suggested to facilitate its use.



## **CAPS Learning Modules**

The CAPS Learning Modules project got underway with a Steering Committee call this week. Lisa Keefe at Texas A&M University is leading the project. The group will develop and prioritize a list of subjects, topics, and other learning needs. As work begins and the project digs into more detail, members of the CAPS community may/will be asked to participate depending on your unique skills, knowledge, and/or insight of the particular learning topic. If at any time during the next year you would like to participate or have a suggestion or comment, please contact John, Lisa, or any member of the Steering Committee: Adrian Barta, Erin Stiers, Darrell Bays, Emilie Inoue, Soo-Hoon (Sam) Kim, and Dan Mackesy.

## **Directories at Purdue**

In order to keep the Directories maintained at Purdue up-to-date, Cindy requested that the NCC members notify her of any updates within your constituencies, and provide her with the pertinent contact information. This especially important for the SSC constituencies as there is no list posted or maintained elsewhere. This also helps Cindy be aware of new people in the community who may need an introduction to NAPIS, data entry, the SSF, or other CAPS products hosted at Purdue.

## **2018 Farm Bill**

The open period for submitting suggestions for funding projects under the FY18 Farm Bill process is underway, and will run through August 18, 2017. The SPHD/SPRO review period will run for 3 weeks, August 21 – September 8, after which the Goal Teams will have 6 weeks, September 11 – October 20, to complete their review and develop a recommended spending plan for their Goal. As of Thursday, August 3, at 3:00 pm, 74 suggestions across all goals had been submitted. Questions can be addressed to [farmbillsection10007@aphis.usda.gov](mailto:farmbillsection10007@aphis.usda.gov).

For Goal 1 Survey only, a new suggestion format is being used. The idea is to simplify and streamline the suggestion process, and make the process more efficient for both submitters and reviewers. The goal of this new format is for the financial plan to better support the survey plan, and vice versa. The new format eliminates the text submissions as in past years, and instead focuses on those aspects of the survey in a series of tables and short questions in an Excel workbook that is more direct and standardized. This will allow more efficient and effective review, and standardizes submissions across the country.

## **Sample Mailing Instructions for Confirmations**

Steve related on the call that the instructions for submitting a sample for confirmation, and only for confirmations, has been updated. Essentially, Steve is to be notified before the sample is sent. Also, some addresses have been updated. The file [Sample Mailing Instructions](#) posted on the [2018 National Pest Surveillance Guidelines](#) page and on the [Resources](#) page under Identification and Diagnostics of the CAPS R&C web site has been updated. An email went out to the SPHD offices earlier. If you have any questions, please contact [Steve](#) for clarification.



## **2018 Annual NCC Meeting**

It is not too early to start thinking about the 2018 Annual NCC Meeting. We usually have this meeting the last week in January or the first week in February. Please look at your calendars for the weeks of January 29 and February 5, 2018, and put placeholders on these weeks. Also think of where to meet. The meeting is moved around each year to showcase different facets of the Safeguarding Continuum. The only qualifier is that there is no cost for meeting space.

Also, start making a list of topics we will need to discuss based on discussions with your constituency.

**The next NCC call will be held on Thursday, September 7, 2017, at 1:00 pm eastern time.**

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

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## **Infrastructure and Survey Guidance for Pest Detection-Funded Agreements**

The CAPS Program would like to reiterate the Program requirements for the submission of Infrastructure and Survey work and financial plans. As per the 2018 National Pest Surveillance Guidelines (page 8), “Each state will submit work plans, including detailed financial plans, for the Infrastructure project and each Survey they plan to conduct.” This means that each state will submit an Infrastructure work and financial plan and a Survey(s) work and financial plan. Infrastructure and Survey work and financial plans should not be combined, but should be separate entities. The Survey work and financial plan, on the other hand, can be submitted individually by survey or combined into one Survey work and financial plan. Also from the 2018 Guidelines, “States have flexibility to combine their Pest Detection surveys into one submitted work and financial plan, or to submit separate work plans for each survey. Funding will be tracked based on each work plan whether written as a combined or individual survey. Individual states will determine which options work best for them based on their state financial and accounting policies, systems, and processes. This guidance is only for Pest Detection funding, and only for Survey. A separate work and financial plan for Infrastructure is required.” An example is posted under the 2018 Guidelines page on the CAPS Resource & Collaboration website.

Follow the guidance in the 2018 Guidelines for submitting work plans through the SPHD office and to the Field Operations SharePoint site. Each state should submit, at minimum, two files; one for Infrastructure and at least one for survey. Page 10 of the [2018 National Pest Surveillance Guidelines](#) has been updated to reflect this guidance. Once approved, opportunities will be



created in ezFedGrants for Infrastructure and Survey(s). This will result in each state having, at minimum, two cooperative agreements.

The Program guidance for a separate Infrastructure work and financial plan, and thus, separate cooperative agreements, has been given for many years. The reason is that Infrastructure and Survey represent different ‘work.’ According to guidance that the Program received from the Agreements Staff in previous years based on Federal and Departmental policy, regulations, and guidelines, is that different ‘work’ needs to be accounted for and tracked separately. This becomes very important for Program and Agreements Staff reporting, as well as preparing for program or financial audits. Neither the Program nor the Agreements Staff can accurately report or respond to requests for information if Pest Detection funding cannot be properly distilled or categorized across all states.

ezFedGrants was new last year, and everyone was learning the system and its peculiarities. Going forward for FY18 we will follow the guidance above from work plans through signed agreements in ezFedGrants.

The Field Operations Cooperative Agreement SharePoint site has recently migrated. Please use this link to the current site (paste into browser if necessary):

[https://ems-team.usda.gov/sites/aphis-ppq-fldops/pgmops/cagreements/\\_layouts/15/start.aspx#/WorkPlans/Forms/All%20By%20State.aspx](https://ems-team.usda.gov/sites/aphis-ppq-fldops/pgmops/cagreements/_layouts/15/start.aspx#/WorkPlans/Forms/All%20By%20State.aspx)