



National CAPS Committee (NCC) Conference Call

May 2, 2019

Minutes

Participants

John Bowers	Joy Goforth	Ian Foley
Lisa Jackson	Megan Abraham	Cindy Music
Greg Rentschler	Chris Pierce	Mike Hill
Eric Ewing	Brad Danner	Sharla Jennings
Kim Rice	Dale Anderson	Steve Bullington

CAPS and PPA 7721 Cooperative Agreements

The USDA, Office of General Council issued a memo on April 18, 2019, to provide clarity and guidance to the Secretary's Memorandum for reporting and approval requirements for cooperative agreements. In part, the memo stated:

- Agencies should proceed with the execution/finalization/implementation of cooperative agreements that concern an imminent and/or significant threat(s) to human, plant, and/or animal life or property. An Undersecretary or his/her designee must approve that an agreement falls within this exception. If an agreement falls within this exception, as approved by the Undersecretary or his/her designee, clearance will take place after the agreement's execution/finalization.

All CAPS and PPA 7721 agreements fell within the exception, and can now be executed without further delay. Instead, these agreements will undergo a post-review process. The purpose, expected outcome, or the process of this review has not been defined as yet. Please continue to work directly with your Agreements Specialist if you have any questions or concerns.

Agreements for all other programs will need to be approved by the Department before the opportunity can be published.

Annual NCC Meeting Minutes

The [2019 Minutes](#) to the Annual NCC Meeting in Portland, OR, have been posted on the [NCC](#) page of the [CAPS Resource & Collaboration](#) website. The NCC and the CAPS community should review the Minutes and discuss the topics covered. Determine if the Minutes accurately document the conversations, and send any thoughts, suggestions, and edits to John and Lisa. Also, several important topics were covered that may be added to the 2020 Guidelines or otherwise impact various aspects of the program. If there are any question or concerns to address, then we need to talk about these topics. Send your comments up through your NCC representative so that they can be addressed on the June NCC conference call.

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.



2020 Budget

During the NCC meeting, a 7% increase in FY20 cooperative agreements across the board was discussed based on the known FY18 budget and a possible surplus that may appear in FY19. However, the FY19 Pest Detection allocation to PPQ that was received after the meeting, was less than expected and less than the FY19 budget request. The PDMT had to work with their budget analysts to find lapse salary to balance the budget before the allocation could be distributed within PPQ. As a result, there likely will be no surplus in FY19. This situation puts into doubt whether or not a 7% increase across the board can be achieved for FY20, or whether the PPQ management team will accept it. We also do not know if the Departmental review of cooperative agreements will affect FY20 agreements in any way, including financially. This will be a fluid situation as the FY20 budget is being developed, and the PDMT will communicate updates to the CAPS community as things are settled.

2020 Annual Pest Surveillance Guidelines

Due to the government shutdown and furlough, a late NCC meeting, and travel to the Regional Plant Board meetings, the publication of the 2020 Guidelines is delayed. John and Lisa are working to incorporate suggestions made at the NCC meeting, and Heather is working hard to update the pest lists, approved methods, and other guidance. One of the topics discussed at the NCC meeting was paring down the number of files on the Guidelines page of the CAPS R&C site. Files that do not pertain directly to the current year, not updated yearly, rolled over from year to year, will not appear on the Guidelines page, but instead on other pages of the website, e.g., Resources, NCC, Taxonomic, etc. This, hopefully, will streamline the effort and allow us to have the 2020 Guidelines published as soon as possible. How you use and refer to the Guidelines matters, so if anyone has any reason(s) why a guidance file should or should not appear on the 2020 Guidelines page, please let John and Lisa know.

2019 CAPS Recognition

This is a reminder that the CAPS Recognition window to accept nominations was extended to Friday, May 24, the Friday after the Western Plant Board Meeting. This will give everyone an opportunity to discuss nominations at the Regional Plant Board Meetings. Please make sure this message is communicated to your constituency, and consider nominating a worthy candidate.

The NCC discussed for future years that the CAPS Recognition process should be complete and selectees announced before the first Regional Plant Board. This will enable timely public recognition with peers. This guidance will be updated with the 2020 Guidelines.

Regional Plant Board Meetings

Those on the call had a good discussion on how the three Regional Plant Board meetings held so far were in terms of CAPS and the breakout sessions. Although each differed in format to some extent, the time spent together as PSSs and SSCs were valuable to the participants. All agreed that John and/or Lisa's presence and participation in open discussion was good for the program.



There also was some discussion on how to best maximize the time by extending the meeting by a half day, or through some other structure, that would allow SPHDs and SPROs also to interact in open discussion with John and/or Lisa about Pest Detection and CAPS. John suggested that we collect our thoughts this summer and revisit how to approach the Regional meetings in September/October, and how to interact with each agenda committee. The NCC should also discuss with their constituency how best to get the most out of the meeting. Dale suggested that the CAPS program may want to think of a ‘hot topic’ that could be discussed at each Regional meeting that would ensure that all were receiving the same message. Lots to think about all around going into planning for 2020.

PPA 7721

Sharla Jennings (sharla.m.jennings@aphis.usda.gov) was introduced as the new National Policy Manager for the PPA 7721 program, replacing Mike Tadler. Mike has taken another position assisting the Associate Deputy Administrator with several projects. Sharla began transitioning into the position on April 29. Sharla let the group know that the 2020 Implementation Plan will be published in the next few weeks, and that the open period for suggestions will begin in early July. Stay tuned to the Stakeholder Registry for announcements and important dates.

For Goal 1 Survey suggestions there will be some added guidance in the 2020 PPA 7721 Implementation Plan.

- The Excel suggestion format will be required. Suggestions received as a narrative in Metastorm will not be reviewed.
- The Excel form will be updated for 2020, so any suggestions on this form is appreciated that will meet your needs as well as those reviewing the suggestions.
- In the Financial Plan, a separate Contractual Financial Plan will be required to detail contractual costs. A Contractual tab will be added to the Excel Form.
- Guidance for ongoing emergency programs will be provided, especially for suggestions involving Spotted lantern fly (SLF) and European cherry fruit fly (ECFF).

Survey Supplies

New National Policy Manager – Survey Supplies

Paul Ijams (paul.m.ijams@usda.gov) has been selected to fill the permanent position as the National Policy Manager for the Survey Supply Procurement Program. Paul began transitioning into the position on April 29. Please be patient while Paul transitions into this new position. Lisa will continue to be FO’s best point of contact for any Survey Supply needs.

Spring Inventory

There are two PSSs at Moore Airbase this week conducting the spring inventory. We have added a new element to be recorded during inventory: Lure Expiration Date and Date of Manufacture. This data will now be recorded on all products that have this information. This information will greatly benefit the program. After inventory is complete, Lisa, John Crowe, and Paul will review the information and develop plans for any lures that will expire this season.



Over time, this will help ensure that we are not sending out expired products and products that will soon expire.

Status of Orders – Moore Airbase

No orders were shipped this week, as we needed to stop shipment during inventory. Shipping will resume on Monday, May 6. The warehouse staff will process May orders and there do not seem to be many in IPHIS at this time.

Staff at Moore Airbase

For the month of May, there will be two additional staff helping out in the warehouse.

Backorders

Lisa has started sending out status updates on backordered products as new updates are available. This update was sent out on April 29th:

- Diprion pini Lures

The vendor is having difficulty synthesizing the compounds for the lure. We do not have an expected delivery date at this time. We are trying to locate another vendor for this product.

- Jackson Trap Inserts

A partial arrived at Moore Airbase on April 25. Smaller orders will be filled fully and larger orders will receive a partial shipment until the next shipment arrives.

- Khapra Beetle Lures

Two small shipments have arrived at Moore Airbase. A larger shipment is expected to arrive soon. The majority of orders have been filled completely. Several orders received a partial shipment and will receive their full amount once we receive the next shipment.

- Platypus quercivorus Lures

The S&T Otis lab is waiting to receive fresh pheromone, then the lures will be made and shipped. They hope to have the lures ready to ship in the next one to two weeks.

- Spodoptera littoralis Lures

The lures are being made by a commercial vendor (instead of the Otis lab this year). We hope to receive the lures from the vendor the week of April 29.

- Spodoptera litura Lures

The lures are being made by a commercial vendor (instead of the Otis lab this year). We hope to receive the lures from the vendor the week of April 29.

- Trichoferus campestris Lures

We have ordered another 800 lures but do not have an expected date of delivery at this time.



Otis Lab

The Otis Lab is still 2-3 weeks behind in their lure production due to the time lost during the government shutdown. Be patient as they catch up to demand.

If you have questions about a specific product or order, please email Lisa Jackson at lisa.d.jackson@usda.gov and include your order number and the product in question.

Webinars

Two webinars are planned. The first will be sometime in late May and will cover changes in the Guidelines, pest lists, approved methods and other topics. The second is tentatively scheduled for Thursday, June 27, and will cover expectations for work plans and other requirements. Be on the watch for webinar announcements.

The next NCC call will be held on Thursday, June 13, 2019, at 1:00 pm eastern time.

The call is postponed due to travel schedules.

Additionally, the July call is postponed to Thursday, July 11, due to the July 4th holiday.

Invitations for these data changes have been sent to the NCC. Make sure they are on your calendars.

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

In Case You Missed It

2019 PPA 7721 Work Plans

Work plans for Goal 1 Survey were due April 12, 2019. Lisa will continue to review and approve work plans, but late work plans go to the end of the line. Lisa processes work plans in the order that both the work plan and SSF have been received. Once both are received, she assigns you your spot on the review list. SPHDs will receive an email from Lisa once she has reviewed work plans that were assigned to her (she does not review all Goal 1 Survey work plans, some are assigned to other National Operations Managers).

The Agreements staff also requests that actual dates of the award, e.g., April 1, 2019 – March 31, 2020, be stated on the Financial Plan, not just the year

As SPHDs review and submit work plans to the Field Operations SharePoint site, they also should review the Survey Summary Form (SSF) on the CAPS R&C website. Once the work plans are submitted, then the Survey Summary Forms also should be passed to the Field



Operations National Operation Manager (Lisa Jackson) through the Survey Summary Form's interface. Lisa will not review PPA work plans until the PPA Survey Summary Form has been completed. Remember, the target pest list in the Survey Summary Form needs to match the pests listed in the work plans. When approving work plans, Lisa also will be looking for accurate Survey Summary Forms.

Goal 1 Survey Guidance for FY19 Funded Surveys

The following guidance is presented for surveys funded through Goal 1 Survey in the [FY19 PPA §7721 \(Farm Bill\) Spending Plan](#). This guidance can be found in the file [Guidance for Funded Surveys](#) on the [2019 PPA §7721 - Goal 1 Survey](#) page of the [CAPS Resource & Collaboration](#) website.

The [Survey Work Plan and Budget Template](#) for Goal 1 Surveys can be found on the [2019 PPA §7721 - Goal 1 Survey](#) page. All surveys should use this template unless otherwise directed by a PPQ pest program.

All funded surveys and pests must be entered into the 2019 Farm Bill Survey Summary Form through the [Survey Planning page](#) on the CAPS R&C website (login required). All Honey Bee Surveys participating in the National Survey have been pre-entered into the Survey Summary Form. State with any addition or deletion to the standard list will need to correct the pre-loaded information.

To facilitate this guidance, a [spreadsheet has been posted on the CAPS Resource & Collaboration website](#) summarizing the information. For each funded survey, guidance is given for 1) entry into the Farm Bill Survey Summary Form, 2) whether NAPIS data entry is required, 3) the required database for survey results, and 4) whether or not the survey will appear in the 2019 Farm Bill Accountability Report. This guidance is the final word for FY19 Farm Bill Goal 1 Survey. See [Survey Summary Form and Data Requirements for Funded Surveys](#).

Questions can be directed to [John](#) and/or [Lisa](#). Help with Survey Planning and data entry can be directed to Cindy Music at napis@purdue.edu. We realize that this is a large effort, and we appreciate all your help. Ideas and suggestions to facilitate this process are always welcomed.