

CAPS Program Cycle

The CAPS program cycle is complex and overlaps over multiple years. The Pest Surveillance Guidelines is published in April for the following year. The States use this guidance to plan for surveys to be conducted the following year, and submit work and financial plans in August or September of the current year. At the same time, Accomplishment Reports and data entry are being completed from surveys conducted the past year, surveys are being conducted in the current year, and planning, pest assessment, and method updates are beginning for the next year after.

The table below attempts to convey the program cycle for one year, with the realization that this table overlaps with similar tables for the past year's cycle and next year's cycle. A complete cycle takes approximately a year and a half.

July / August	Consideration and assessment of new pests for Priority Pest List begins
December / January	OPEP Prioritized Pest List analysis completed Updated Prioritized Pest List to PDMT for review
December / January	PDMT prepares for Annual NCC Meeting Priority Pest List and Approved Methods finalized
February	Annual NCC Meeting: Pest Detection / CAPS / PPA 7721 Goal 1 Survey Program review from previous year and direction for next year
February / March	PDMT begins review and update of Pest Surveillance Guidelines and supporting documents
April	Pest Surveillance Guidelines to NCC for review on CAPS R&C site
April 22 Earth Day	Pest Surveillance Guidelines published on CAPS R&C site with supporting documents Approved Methods for Pest Surveillance published
August / September	Work and Financial Plans due to Field Operations Survey Summary Form completed before work plan will be reviewed
September / October	National Operations Manager reviews States' proposed Survey and Infrastructure Work and Financial plans for alignment with CAPS mission, policies, and priorities
October / November	Final Revisions to Work and Financial Plans due to Field Operations Work and Financial Plans Approved by Field Operations Survey Supply database opens to accept orders
November / December	Complete Cooperative Agreement packages in ezFedGrants Survey Supply database closes for orders
January - December	States survey for exotic pests

March	<p>All survey data to be entered in NAPIS database before March 31 or no more than 90 days after the conclusion of the cooperative agreement</p> <p>ADODRs review CAPS Accountability Report for data entry requirements</p> <p>Annual Accomplishment Report due to ADODR and entry into ezFedGrants before March 31 or no more than 90 days after the conclusion of the cooperative agreement</p> <p>SF425 Federal Financial Report (annual financial status report) due March 31 in ezFedGrants or no more than 90 days after the conclusion of the cooperative agreement</p> <p>SF270 Request for Advance or Reimbursement (final request for funds) due March 31 in ezFedGrants or no more than 90 days after the conclusion of the cooperative agreement</p>
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Time frames for final revisions and cooperative agreement packages may change based on budget considerations.