



# National CAPS Committee (NCC) Conference Call

January 7, 2021

## Participants

x	Megan Abraham	x	Brad Danner	x	Helmuth Rogg	x	Feridoon Mehdizadegan
	Dale Anderson	x	Eric Ewing		Michael Hill	x	Heather Moylett
X	Gregory Aydelotte		Lisa Ferguson	x	Emilie Inoue	x	Cynthia Music
X	Darrell Bays	x	Joy Goforth	x	Lisa Jackson		Darcy Oishi
X	Stephen Bullington	x	Michelle Gray		Kim Rice	x	Alana Wild
x	John Crowe	x	Jesse Hardin		Daniel Mackesy	X	David Nielsen
X	Christopher Pierce						

## PPA Update - Mehdizadegan

THE PPA team is pleased to have published the FY21 PPA spending plan three months ahead of the schedule. It was a marathon to push it through the departmental review and approval process, but we are glad that we were able to release the spending plan early this year.

I hope you all had a chance to review the spending plan. I understand some of you may have questions about the level of funding or unfunded suggestions and ask our cooperators to send their inquiries about funding directly to the PPA Section 7721 Cross Functional Working Group. This way, we will be able to compile all relevant information and provide a more complete response. The PPA email is: [PPA-Projects@usda.gov](mailto:PPA-Projects@usda.gov). We ask that SPHDs and PSSs or ADODRs do not provide Metastorm comments directly back to the cooperators. Metastorm comments are just one of the factors involved in the final funding decision.

Also, please remember that we have established the 60 day-deadline from the date of the publication of the PPA spending plan for submitting Work and financial plans for all goals. We believe this will bring uniformity and consistency to the overall agreement process.

## Online Work Plans Discussion - Bays

Please distribute this information to your constituency.

The FY21 PPA Spending Plan has been released (see <https://www.aphis.usda.gov/aphis/resources/ppa-projects>.) All Goal 1 Survey work and financial plans are due to Field Operations no later than **Friday March 5, 2021**.

This year, we will be using an online work plan interface on the CAPS Resource and Collaboration website. This will be mandatory for all Goal 1 Survey work plans, **except for *P. ramorum* and Honey Bee Surveys**. For *P. ramorum* and Honey Bee Surveys, continue to use the program-specific work and financial plan templates. Do not use the online work plan interface for these surveys.

- The State Survey Coordinator (SSC) is the only person in a state who can enter the Survey Summary Form (SSF) for PPA Goal 1 surveys.

- Cooperators other than the SSC will have access to enter their own online work plans. They will not have access to the SSF. It is their responsibility to enter their own work plans into the online interface.
- The online work plan interface will be available starting on **January 20**. Additional guidance will come out soon on how to use the online work plan interface. The interface will be based on the current Goal 1 Survey templates. Information can be copied and pasted into the interface. You may use these templates to begin the drafts of your work plans.
  - [Financial Plan Template](#) (outdated)
  - [Survey Work Plan Template](#) (outdated)
  - [Contractual Costs in the Financial Plan](#)
- The Survey Summary Form is open and can be found here: <https://pest.ceris.purdue.edu/services/surveyplanning/>.
- There will be a webinar on the interface during the week of February 1. More details to come.

In the meantime, there are actions that you can take to prepare to submit work plans:

#### ADODRs, SSCs, and Non-traditional cooperators

For PPA Goal 1 Surveys conducted by non-traditional cooperators (surveys that are conducted by other institutions than the typical State/SSC), the ADODR should work with the cooperator and the SSC to have the Survey Summary Form and data entered.

- The ADODR needs to:
- Provide the contact information (name and email address) for the non-traditional cooperators to Cindy Music at [clmusic@purdue.edu](mailto:clmusic@purdue.edu) so that they may receive access to the online work plan interface.
- Email the non-traditional cooperator and the SSC, effectively matching them up to work together and identifying their responsibilities.
- The SSC will send the cooperator an Excel version of the Survey Summary Form (SSF) for them to complete.

#### Data Entry Expectations

1. The SSC and ADODR should ensure data from previous years' surveys has been entered into NAPIS. For 2021, National Operations Managers will not approve work plans until data has been entered for similar 2019 surveys (surveys from the same cooperator). \*Note, a traditional cooperator (State/SSC) will not have work plans held up if data from a non-traditional cooperator has not been entered and vice versa.
2. The SPHD, SPRO, PSS, and SSC will receive an automated email on January 7 if 2019 PPA data has not been entered into NAPIS.
3. Each year, we create an Excel file that has guidance for each funded survey and whether NAPIS data is required. Here is the file for 2019: [Survey Summary Form and Data Requirements for Funded Surveys](#). Only surveys that require NAPIS as the official database for survey data will appear in the PPA Accountability Report.
4. If there is a legitimate reason why the data has not yet been entered (no-cost extension, etc.), reach out to your National Operations Manager for Pest Detection.
5. The Accountability Report can be accessed here after logging in to the CAPS Resource and Collaboration website: <http://caps.ceris.purdue.edu/accountability-report>.

#### Resources

[Survey Summary Form and Data Requirements for Funded Surveys](#) – Excel spreadsheet of what information needs to go where (by funded survey). Includes survey suggestion submitter organization.

Please reach out to your designated National Operations Manager for Pest Detection (Darrell Bays (Central and Southern Plant Board states) [darrell.a.bays@usda.gov](mailto:darrell.a.bays@usda.gov) or Lisa Jackson (Eastern and Western Plant Board states)) [lisa.d.jackson@usda.gov](mailto:lisa.d.jackson@usda.gov) with any questions about this process.

## Biological Assessment - Crowe

Biological Assessment for Endangered Species are required for all federal actions. CAPS has been operating without a completed Biological Assessment. As a result of the recent Rusty Patch Bumble Bee collection, CAPS and PPA Goal 1 Survey will be completing an assessment specific to ESA listed insects. APHIS is consulting with Fish and Wildlife Service on all listed insects. Each SPHD where ESA Listed insects are present has received a message containing links to public maps of ESA listed insect locations. In this first phase we are determining if trapping can be avoided in currently mapped areas or if a more specific range map is necessary. Each SPHD office would will work as appropriate with states to determine if trapping can be avoided.

On yesterday NCC Call, I was informed that there was a little confusion about those state perhaps not receiving Biological Assessment details. All SPHD's have received their initial message at this time. The following states do NOT currently have ESA listed insects:

Alaska  
Arizona  
Delaware  
Georgia  
Idaho  
Louisiana  
New Jersey  
New Mexico  
Pennsylvania  
South Carolina  
Utah  
Vermont

This means at this time you shouldn't expect species maps or be engaged in the process further for these states. That being said, with the new administration the speed of approving new species can change. For example, Puerto Rico recently had a new butterfly and will now be a part of this process. As new insects are listed you may be contacted and join the Biological Assessment process.