CAPS Survey and Infrastructure Accomplishment Report – FY20XX

|  |  |
| --- | --- |
| **Year:** | **20XX** |
| **State:** |  |
| **Cooperative Agreement Name:** |  |
| **Cooperative Agreement Number:** |  |
| **Project Funding Period:** |  |
| **Project Report:** | **CAPS Infrastructure and Survey Report** |
| **Project Document Date:** |  |
| **Cooperators Project Coordinator:** |  |
| **Name:** |  |
| **Agency:** |  |
| **Address:** |  |
| **City/ Address/ Zip:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| Semi-Annual Accomplishment Report |  |
| Annual Accomplishment Report |  |

1. **Accomplishments**

**(***Guidance is for all of section 1) Accomplishments: Use a narrative or insert tables to document completed work. Document work accomplished by the cooperator, as determined by the objectives in the work plan***.** *Document proposed versus actual).*

* 1. ***Infrastructure*** - Compare actual accomplishments to objectives established as indicated in the work plan. When the output can be quantified, a computation of cost per unit is required when useful.\*
1. Activities:
	1. *CAPS Survey Work*:
	2. *Other APHIS or State Survey Work*:
	3. *Committee Service*:
2. Outreach and Education:
	1. *Interviews (TV/Radio/Newspaper/Magazines):*
	2. *Outreach Materials (Pamphlets/brochures/posters):*
	3. *Publications:*
	4. *Public Service Announcements (PSA):*
3. Meetings:
	1. *Conference Calls:*
	2. *Webinars:*
	3. *Trainings:*
	4. *Other:*

Note: Standardized metrics to report outreach efforts and accomplishments currently are under discussion and review by the National CAPS Committee. Any changes will be messaged out through the NCC.

If appropriate, explain why objectives were not met.\***(**Provide a narrative in this section if the stated objectives from work plan are not completed. For example: if a survey or other activity was delayed or cancelled due to weather or other factor indicate the reasons here. Were all deviations from the work plan and Survey Summary Form corrected via the [Change](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) [Request](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) function on the [Survey Planning](https://pest.ceris.purdue.edu/services/surveyplanning/) page?)

* 1. ***Survey*** - Write a brief narrative of work accomplished. Compare actual accomplishments to objectives established as indicated in the work plan. If reporting on a combined surveys work plan, report accomplishments by survey. When the output can be quantified, a computation of cost per unit is required when useful.\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey Name** | **Funding Amount** | **Total Number of Traps/Visual surveys** | **Cost Per Unit** |
| Repeat for each survey | Proposed = | Proposed = | Proposed= |
|  | Actual = | Actual = | Actual = |

* + 1. Survey methodology (trapping protocol):

|  |  |  |
| --- | --- | --- |
|  | **Common Name** | **Scientific Name** |
| **Pest:** |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Proposed** | **Actual** |
| **Sites (Locations):** |  |  |
| **Traps/Visual surveys:** |  |  |

|  |  |
| --- | --- |
| **Survey Name** | Survey (add a new column for additional CAPS survey) |
| **Number of Counties:** |  |
| **Counties:** | *(List* *counties here)* |

1. **Milestones and Timeline**

*(Indicate your quantitative timeline and milestones and explain any deviations from proposed)*

*Example:*

* *Start of Agreement -February – Conduct survey site selection and make initial contacts to arrange for survey activities.*
* *March – April – Begin folding and preparing traps for deployment. Advertise for seasonal employees. Train permanent personnel and obtain supplies needed for field activities.*
* *May – June –Solicit and evaluate perspective seasonal employees, hire and provide training to seasonal personnel. Deploy traps statewide and begin servicing traps. Service traps every two weeks.*
* *July – September – Inspect traps.*
* *September – October– Begin removing traps. Finish processing samples and curation of specimens, complete identifications. Begin preparing annual report, clean and repair equipment, lay off seasonal personnel.*
* *November – End of agreement– Complete trap removal. Finish annual report, clean and repair equipment, complete laying off seasonal personnel.*

|  |  |  |
| --- | --- | --- |
|  | **Proposed** | **Actual** |
| **Survey Dates:** |  |  |

1. **Benefits and results of survey:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Positive** | **Negative** | **Total Number** |
| **Traps** |  |  |  |
| **Visual** |  |  |  |

* + 1. Database submissions:

Was all Pest Detection / CAPS survey data entered into the National Agricultural Pest Information System (NAPIS)? If not, please provide a justification. *ADODRs should consult with the* [*CAPS Accountability Report*](https://caps.ceris.purdue.edu/accountability-report/) *to confirm data entry.*

1. **Cost Overruns**
	1. ***Infrastructure***
		1. Where appropriate, explain any cost overruns or unobligated funds in excess of $1,000. \*

**(**Required for Final Reporting. Report on semi-annual report if information is available.**)**

***Survey***

* + 1. Where appropriate, explain any cost overruns or unobligated funds in excess of $1,000. \*

**(**Required for Final Reporting. Report on semi-annual report if information is available. Were all deviations from the work plan and Survey Summary Form corrected via the [Change](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) [Request](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) function on the [Survey Planning](https://pest.ceris.purdue.edu/services/surveyplanning/) page?)

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ADODRs should consult with the [CAPS Accountability Report](https://caps.ceris.purdue.edu/accountability-report/) to confirm data entry

* + 1. If appropriate, explain why objectives were not met.\* (*Provide a narrative in this section if the stated objectives from work plan are not completed. For example: if a survey or other activity was delayed or cancelled due to weather or other factors indicate the reasons here.*
1. Supporting Documents **(**if applicable**)**

\*Indicates information is required per 7 CFR 3016.40 and 7 CFR 3019.51