

Fiscal Year 2010 Cooperative Agreements for Advancing Animal Disease Traceability

**United States Department of Agriculture (USDA)
Animal and Plant Health Inspection Service (APHIS)
Veterinary Services (VS)**

Announcement Type: Initial Announcement

Catalog of Federal Domestic Assistance Number: 10.025, Plant and Animal Disease, Pest Control, and Animal Care

Dates: Applications must be received by April 1, 2010

Funding Opportunity Description: Established in 1883, the Veterinary Division of USDA was USDA's first regulatory program. Created to address animal health and pertinent public health issues, USDA APHIS continues to build upon 127 years of experience in cooperating with States/Tribes/Territories, industry, and the public at large. Integral to past and future efforts for safeguarding animal health are interoperable information systems that can efficiently determine specific animals for inclusion, or exclusion, in an epidemiological investigation. The associated data elements for identifying specific animals, locations and points in time an animal(s) was at a specific location are critical for documenting the absence of disease and for coordinating and conducting a scaleable disease response at the local, regional, within a State/Tribe/Territory, or national level.

Due to the increasing diversity and changing dynamics of livestock agriculture in the United States, USDA initiated focused efforts in the 1990's to explore ways to advance animal disease tracing capability. By continuing the partnership with industry and State/Tribes/Territories, and using compatible information systems to more quickly access fundamental traceability data, USDA in 2004 offered a set of animal disease traceability standards designed to better support animal disease surveillance and investigation activities.

Because of the likelihood of animal movement activity at some time in an animal's production cycle and the nature of animal disease movement through time and space, relevant information sharing when needed among those responsible for documenting, assessing, and mitigating animal disease threats in animal populations is essential.

The strength of a national animal disease traceability network in the United States is based upon sound and effective animal disease traceability systems within States, Tribes, and Territories. This funding opportunity is offered to advance animal disease traceability by supporting the search ability of standardized animal disease traceability data within and among States, Tribes, and Territories.

Priorities for FY2010 funding will be 1) maintenance of established animal disease traceability infrastructure within States, Tribes, and Territories; 2) outreach to producers, accredited veterinarians, livestock markets, and harvest facilities; and 3) advancement of animal disease tracing capability by increasing the amount and search ability of animal disease traceability data collected via APHIS/VS State-Federal Cooperative Disease program activity, interstate certificates of veterinary inspection, and other similar approaches.

Animal disease traceability implementation cooperative agreement applications for Native American Tribal government support are available as part of this announcement, but will be coordinated through the Federal Area-Veterinarian-in-Charge (AVIC), the APHIS/VS Tribal liaison, and APHIS/VS Region personnel.

Approved applications for funding must provide objective data documenting current animal disease traceability capability; provide objective performance measures by which animal disease traceability will be advanced with the proposed work plan for this funding announcement; and provide performance measures for addressing other proposed objectives within the application. Satisfactory quarterly and final accomplishment reports must provide objective data points commensurate with the objectives and performance elements within the application.

This funding opportunity does NOT include funds for conducting or supporting pilot projects by the applicant or any subcontractor associated with this award. Similarly, funds are not to be used for the purchase, development, support, or maintenance, including licensing, of information systems.

Total Amount to be Awarded: \$5,783,440

Plans to be Awarded: Approximately 65 Cooperative Agreements

Eligibility: State, Tribe, and Territory Governments

Federally recognized Native American Tribal governments seeking funding for animal disease traceability implementation efforts should contact Dr. Terry Clark, APHIS/VS (919-855-7167)

Cost Sharing: Cost sharing (20%) is required.

Application and Submission: A State, Tribe, or Territorial government may submit only one application and/or be a third party in only one other application submitted by another State, Tribe, or Territorial government.

Applicants can apply through the Grants.gov Web site or submit paper applications to the address at the end of this announcement.

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I. Funding Opportunity Description

A. Background

Since 1883, USDA has been involved in supporting animal disease control efforts with producers; State, Tribal, or Territorial animal health officials; and the public. These cooperative initiatives have included surveillance, risk assessments, education, control and eradication of diseases that affect livestock, poultry, and humans (zoonotic), support of domestic and international market access, and emergency responses and preparedness, among others. By no accident, many American livestock and poultry industries conduct business as usual with minimal animal disease related restrictions.

Animal disease management, whether it is individual animal based, herd or flock based, or population at large based, is a dynamic and continuous process. No two animal diseases behave in the exact same manner. Some diseases affect multiple species; some spread in hours; and some take months or years to surface. There are diseases that require animal to animal contact to spread and some that are airborne. As recent history reveals, producers and government officials must also be prepared for diseases yet to emerge.

Regardless of disease biodiversity, successful animal disease control, eradication, or response efforts are a function of time. Whether it involves established animal disease programs or it is a coordinated emergency response, the quicker pertinent information can be assembled, the quicker the continuity of operations can be achieved. Pertinent information for tracing animal disease includes identifying who the animals in question are (including exposed animals), where they are and/or were located, and when the animals in question were at that location(s).

B. USDA Approach

USDA recognizes that important animal disease risks do exist within all States, Tribes, and Territories of the United States, and that a totally disease free livestock and poultry environment is an unrealistic expectation. USDA also clearly recognizes the fundamental importance of advancing animal disease traceability in its role of “Safeguarding U. S. Animal Health.” By cooperating with States, Tribes, and Territories to develop standardized animal disease traceability data, the first outcome is improved surveillance data which serves to document disease freedom. This, in turn, enhances the opportunity for animals and products to move interstate or internationally. When animal disease surveillance efforts do result in detecting a suspect animal, then appropriate responses can be determined.

To be more efficient and effective, USDA understands that advancing animal disease traceability is dependent upon assembling pertinent information prior to a disease response effort.

Developing animal disease traceability data for suspect and exposed animals after the fact does not improve USDA efficiencies or effectiveness for both surveillance and response needs.

Achieving accurate and accountable animal disease traceability information is fundamental for successful disease control. USDA believes that advancing animal disease traceability starts with making available data more searchable. As a consequence, standards and interoperability for information sharing are essential.

The strength of a national network for animal disease traceability effort is dependent upon the animal disease traceability capability within States, Tribes, and Territories. Disease amplification occurs within States, Tribes, and Territories. As a result, States, Tribes, and Territories must develop effective and efficient animal disease traceability capability to support animal disease surveillance needs, document disease freedom to move animals interstate or

internationally, validate animal disease traceability data between and among States, Tribes, and Territories 24/7, and provide animal disease traceability information at the initiation of an animal disease inquiry or investigation. USDA acknowledges the tremendous diversification of the animal agriculture industry and believes that animal disease traceability capability can be most successful when led by the States, Tribes, and Territories. These entities are best positioned to administer plans with solutions that work best in their geographic area and that meet the needs of local producers. Yet, nation-wide coordination is necessary and USDA will collaborate with the cooperators to establish Federal performance measures to achieve a cohesive animal disease traceability system throughout the United States.

C. Project Criteria

USDA will support projects, to the extent possible, that address each of the following seven items:

- Specify what parameters the applicant is using to measure animal disease traceability for the cattle industries and other species of significance within the applicant's jurisdiction (how is the applicant currently measuring animal disease traceability capability);
- Document current performance in conducting a response to a disease inquiry or investigation (animal disease traceability capability) involving cattle, and possibly other species, within the applicant's jurisdiction, and, using these performance measures as a benchmark, project the advancement of animal disease traceability this project will achieve (how well is the applicant performing when asked to respond to an animal disease inquiry or investigation) (a USDA-State-Tribe working group has been designated to define uniform performance measures for cattle, and possibly other species, to assist in measuring animal disease traceability capability);
- Include a description of how the applicant is collecting and maintaining animal disease traceability data that are interoperable with other State, Tribal, Territorial, or Federal animal health information systems;
- Include a plan for completely updating the applicant's website to reflect USDA's current approach for advancing animal disease traceability;
- Create or further develop a written animal disease traceability plan with input from their local animal disease traceability industry advisory group;
- Contain an outreach program for accredited veterinarians and livestock markets describing the applicant's plan for advancing animal disease traceability; and
- Contain a plan for ensuring that animal disease traceability data associated with bovine brucellosis vaccination, bovine brucellosis testing, bovine tuberculosis testing, and interstate certificates of veterinary inspection are fully utilized, and to the extent possible, electronically searchable by State and Federal animal health officials in a timely fashion.

Additionally, projects must:

- Have contributing funds, cost-shared (20%) by the applicant and/or documented by third party in-kind contributions; and

USDA WILL NOT provide funding for:

- Developing, maintaining, operating costs, or licensing of software/system applications/computer programs,
- Hardware for State or privately based compliant systems including servers, data storage, etc.,
- Cleansing of the data (for example, fixing duplicate records) to meet the requirements of the location identification system,
- The interfacing of internal systems. For example, if a State, Tribe, or Territory needs to interface their Compliant Location Identification System (CPRS) with a permitting system, such interface is not supported (pulling records from the CPRS or Standardized Location Identification System (SPRS)) to support other State systems. Similarly, the interfacing of other systems (systems that are independent of the CPRS) are not supported,
- Conducting research to develop or test potential solutions for animal identification and animal movement data collection,
- Developing and/or procuring of any outreach material(s) created without approval in writing from APHIS/VS Legislative and Public Affairs staff assigned to VS Traceability Program Staff, or
- Automated data capture hardware for personnel that are not full-time employees under the direct supervision of the State, Tribe, or Territorial animal health official, for uses not performed by full-time employees under the direct supervision of the State, Tribe, or Territorial animal health official, or once the data are captured, the data are stored in systems not able to be interrogated by location over time and unique individual animal identification parameters.

USDA WILL provide funding for:

- Human resource support for administering the advancement of animal disease traceability, including entering available animal disease traceability data to make it electronically searchable;
- Outreach and educational materials and support (contracting for promotional services is discouraged in this funding period, with the exception of cooperator contracted website services under previous animal disease traceability cooperative agreements);
- Travel and transportation costs related to advancing animal disease traceability including attendance at national animal disease traceability training and coordination meetings as specified by the applicable APHIS VS Regional Director;
- Equipment necessary for managing location data and official animal identification distribution associated with the animal identification number management system (AIN MS) within the cooperator's offices, but not limited to, such things as desktop or laptop computers, wireless aircards, high speed internet connection GPS devices, and off-the-shelf mapping software such as Street Atlas USA;
- Automated data capture hardware used specifically for the administration of animal disease programs for personnel that are full-time employees under the direct supervision of the State or Territorial animal health official. The process for transferring data to the primary, or permanent, animal disease traceability knowledge databases (databases capable of returning location, suspect and exposed animals, event, and time information) must be defined in the request for purchase of such devices; and
- USDA official "840" animal identification tags/devices only when they are unavailable from central supply maintained by APHIS VS and when all required elements noted in

II. Award Information

A. Total Available Funds: \$5,783,440

B. Anticipated Number of Awards: 65

C. Expected Amounts of Individual Awards: Approx. \$122,000 per State; \$22,000 per Territory; \$8,000 per Tribe

D. Average funding per award in 2009: \$154,540 for States; \$27,708 for Territories; and \$10,000 for Tribes

E. Anticipated Start Date: April, 2010

F. Period of Performance: To be completed by March 31, 2011

G. Renewal/Supplemental: Applicants who received funding in FY2009 for advancing animal disease traceability implementation may apply for funding within this announcement only as a new cooperative agreement project to continue advancing animal disease traceability implementation for this funding period.

H. Assistance Instrument: Cooperative Agreement

III. APHIS Role

APHIS Veterinary Services will administer the Cooperative Agreements and will provide advice to the project administrator, track funding, receive and review progress reports, offer comments and suggestions, and will track project performance.

APHIS personnel will meet with cooperators as often as necessary to ensure progress in accomplishing the goals of the project, identifying obstacles, and resolving concerns.

At the discretion of the applicant, APHIS will provide systems for allocating location and animal identification numbers, a national premises repository, a standardized location identification system, animal identification number management system, and animal trace processing system for receiving and retrieving available animal disease traceability information.

At the discretion of the applicant, APHIS will work closely with cooperators to develop the necessary interfaces with the national location numbering system allocator, including discussion of available options regarding specific data element transfer; the animal identification management system; and the animal trace processing system.

APHIS will provide extensive information regarding animal disease traceability on their Web site and will provide materials to support the outreach efforts of States, Tribes, and Territories.

APHIS will provide assistance in developing outreach programs for USDA accredited veterinarians, including processes for responsibilities associated with using APHIS-compliant animal identification tags/devices including, if applicable, automated data capture technologies for use with USDA State/Federal Cooperative Disease programs.

IV. Eligibility Information

A. Eligible Applicants:

State, Tribal, and Territorial Animal Health Authorities may submit an application. In the event multiple States, Tribes, or Territories work cooperatively as one project, one person from a State, Tribe, or Territory involved in the project must be responsible for the application and administration of the agreement. This person will be referred to as the Project Administrator and will be the primary contact for the USDA. This person will also be the duly authorized representative who will sign the cooperative agreement application. The Project Administrator must submit an application package and the workplan in the format described in section V.B.

Project Administrators whose projects are considered for funding on an individual basis will be required to complete the application package and workplan for the official notification of award of the cooperative agreement.

Please note funding restrictions in section I.C. Applications involving a request for funds for a use that is restricted will be returned to the cooperator and will not be eligible for award. The cooperator must resubmit an application which does not involve a request for funds for restricted use in order to be considered eligible for award.

B. Cost Sharing or Matching

USDA requires that projects demonstrate 20% contributing funds, cost-shared by the applicant or documented in-kind contributions, including third-party in-kind contributions.

C. Other Eligibility Criteria

An Applicant may submit only one application and/or be a sub-recipient or subcontractor in only one other application submitted by another State, Tribe, or Territorial government.

V. Application and Submission Information

A. Address to Request Application Package

(V.B., “Content and Form of Application Submission” contains the project workplan which outlines the format applicants need to use when applying. Paper copies of the other required application forms [SF-424, Application for Federal Assistance; SF-424A, Budget Information – Non Construction Programs; SF-424B, Assurances – Non-Construction Programs; SF-LLL Disclosure of Lobbying Activities (required where there is lobbying to disclose for Federal Assistance greater than \$100,000); and Certification Regarding Lobbying] can be requested from the following address:

USDA, APHIS, MRPBS, Agreements Services Center
Eileen Berke
4700 River Road, Unit 55, Station 6B78
Riverdale, MD 20737

They can also be retrieved from the APHIS website at the following address:

<http://www.aphis.usda.gov/mrpbs/forms/grantforms.shtml>

If an applicant chooses to apply through Grants.gov, the SF-424, SF-424A and B, and SF-LLL (required where there is lobbying to disclose for Federal Assistance greater than \$100,000), can

be filled out and submitted online. The work plan format described in V.B, “Content and Form of Application Submission” should then be submitted as an attachment.

B. Content and Form of Application Submission

Advancing Animal Disease Traceability

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0259. The time required to complete this information collection is estimated to average 20 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

WORK PLAN FORMAT

Cover Page

Plan Administrator:

Name of State, Tribe, or Territorial Government:

Address:

City, State, Zip:

Office Phone:

Cell Phone:

Fax:

Email address (Plan Administrator):

List additional State departments, Tribes, Territories, etc. that have confirmed participating in the plan (complete name, address, etc.)

These funds may only be used for the advancement of animal disease traceability and support of outreach efforts pertaining to all activities described in the associated FY2010 Advancing Animal Disease Traceability Cooperative Agreement announcement. Special field trials and research projects which attempt to address problems or questions about animal disease traceability must be funded through a separate application to an announcement specific for that funding.

Signature of Plan Administrator: _____

Date: _____

Please complete each section explained on the following pages and maintain the format on your application. Section V, "Application Review Information" provides more details on the information requested and how it will be used to evaluate applications for funding.

Objectives and Need for the Assistance

The overall objective of this project in advancing animal disease traceability is to have searchable epidemiological information prior to responding to any disease inquiry or response need, and by so doing, support an effective animal disease surveillance plan that documents disease freedom. These same data are essential for supporting interstate animal movement activity and for planning continuity of operations if needed.

The outline sub-headings to be used for this section of the application include:

- A. Overview of accomplishments to date in advancing animal disease traceability with Federal support

FY2010 is the seventh year of available USDA funding. This section should include a narrative regarding progress to date from previous USDA support, if received, for advancing animal disease traceability.

- B. Integration of Budget and Performance Table of previous Federal support. For budget and performance integration purposes, align accomplishments, performance measures, or outcomes by budget year for each year Federal monies have been received to support the advancement of animal disease traceability. Table format is required. Headings should include funding year, cooperative agreement number, amount awarded, expenditures, deobligations, and bulleted listing of accomplishments, performance measures, or outcomes.

- CCC Funds in FY2004
- FY2005
- FY2006
- FY2007
- FY2008
- FY2009

- C. Vision/concept narrative for what constitutes a functional animal disease traceability system within the applicant's jurisdiction that supports animal disease surveillance, uses standard(s), qualifies animals for interstate animal movement nationally, and improves the ability to effectively respond to an animal disease inquiry or investigation of the livestock and poultry industries.

- D. Project Objectives

Specific objectives for this project work plan must include, but are not limited to the following:

- Document current animal disease traceability capability for the cattle industries, and/or other livestock and poultry industries of significance
 - i. Identify the specific measures currently used to measure animal disease traceability capability, i.e., how is it currently being measured? Possible measures may include:
 1. Time to trace a reference animal to the previous location of commingling
 2. Time to trace a reference animal to the birth location

3. Time to trace all exposed animals “one step forward and one step back”
 4. Time to determine all at risk animals and locations from an index herd/flock
- ii. Provide performance measures as to how well the current animal disease traceability system is functioning, i.e., what are the performance measure(s) values at present?
 - Measure the advancements in animal disease traceability capability in terms of the performance measures listed above that will occur as result of this funding support.
 - Provide human resource infrastructure for advancing animal disease traceability within the applicant’s jurisdiction
 - Update all electronic information systems and web services to reflect USDA’s current approach for advancing animal disease traceability
 - Develop, further refine, and implement an outreach plan for producers, accredited veterinarians, and livestock markets that describes the applicant’s plan for advancing animal disease traceability
 - Facilitate an animal disease traceability working group inclusively representing livestock and poultry interests within the applicant’s jurisdiction to advance animal disease traceability (cattle industries to be a primary priority) and gain input for developing a written plan for advancing animal disease traceability
 - Enhance, to the extent possible, electronic accessibility by State and federal animal health officials of standardized animal disease traceability data associated with bovine brucellosis vaccination, bovine brucellosis testing, bovine tuberculosis testing, and interstate certificates of veterinary inspection (ICVI) (or other APHIS/VS animal health program disease forms of the applicant’s choosing).
 - i. Document number of forms received during the funding period for each APHIS/VS program disease, and for ICVIs, the number of forms created within the State, Tribe, or Territory, and the number of ICVI forms received from outside the jurisdiction
 - ii. Document the number of animals associated with the forms listed above
 - iii. Support standardized animal disease traceability data entry from APHIS/VS forms and ICVIs into electronically searchable databases (location identification, individual animal identification, date, and event code are minimum criteria), including a description of accessibility (response to submitted queries, if applicable) by State and Federal animal health officials
 - Document and describe any legal limitations or constraints, if any, regarding the sharing of standardized animal disease traceability data between and among States, Tribes, or Territories; or the ability to advance animal disease traceability using available Federal standards.

Results or Benefits Expected

Identify the results to be accomplished through assistance.

- What do you hope to achieve through this work?

- How will the results of this work advance animal disease traceability within the applicant's jurisdiction and nationally?
- Explain how the applicant and industry will benefit from the work.

Approach

This section should discuss the overall plan of action and outline the roles and responsibilities that are mutual, those of the cooperator, and those of APHIS in terms of work to be performed, expected accomplishments by each party, and resources to be contributed by each. Questions regarding available APHIS/VS animal health information systems, both program disease and animal disease traceability systems, including available support and/or specific data element questions, are to be directed to APHIS/VS Traceability Staff. Regarding the objective to advance animal disease traceability by enhancing the electronic search ability of available bovine brucellosis vaccination and testing data, bovine tuberculosis data, and ICVIs, questions pertaining to available APHIS/VS systems, including available options within Veterinary Services Process Streamlining (VSPS) (health certificates), are also to be directed to APHIS/VS Traceability Staff.

Outline a Plan of Action

Provide a brief overview of the work to be performed on an objective by objective basis.

Detail work to be accomplished

This is to be provided on an objective by objective basis.

Describe how each activity is to be accomplished

This is to be provided on an objective by objective basis.

Describe any unusual features of the plan

Resources Required

Number and Type of Personnel:

1. Are they currently employed or will employees have to be hired? Identify mechanism to be used to hire any new employees for this plan.
2. Will employees work on this plan full-time or part-time? For all full-time and part-time employees, list the number of employees working on this plan, the percentage of time each will spend on this plan and the number of full time equivalents for this plan.
3. Identify any other issues surrounding staff resources that may need to be covered.

Note: Personnel involved in data entry, education, etc. are eligible for funding. Personnel involved in software development, computer programming, etc. are not eligible for funding.

Equipment Needed:

1. What equipment will be provided by the cooperator?
 2. What equipment will be provided by APHIS?
 3. What equipment will be purchased under this Cooperative Agreement?
 4. Identify the method of procurement to be used.
 5. Identify the method of disposition of equipment to be used.
- Note: Equipment eligible for funding would include PCs for data entry, etc. Equipment such as servers, data storage, etc., is not eligible for funding.

Travel Needs:

1. Method of payments
2. Rate of payments for travel and per diem
3. Approving official
4. Type of travel to be authorized
5. Number of trips to be authorized

Supplies:

1. Special supplies
2. Method of procurement

Other Resource Needs

Detail resource needs that do not fit the categories above.

Accomplishments to be achieved

These are to be provided on a case by case basis.

Other

Using the format provided in Appendix A as a guide, please summarize each accomplishment expected within each activity or function.

For quantitative accomplishments, list what portion of that accomplishment you expect to be able to achieve in each quarter.

For accomplishments that cannot be quantified, list in chronological order with a target date for completion of each.

Budget

The budget should include detail for the budget object categories reflected on the SF-424A, Section B, including indirect costs, if appropriate. The budget should also delineate all funds to be provided by APHIS, as well as all funds to be provided by the cooperator.

Note: The plan funds are to be obligated by APHIS during FY2010 and will be available for cooperator expenditure through March 31, 2011.

The following forms must be submitted with the “Advancing Animal Disease Traceability” Work Plan (above):

- **Application for Federal Assistance:** Standard Form 424
- **Budget Information:** Standard Form 424A
- **Assurances – Non-construction Programs:** Standard Form 424B
- **Disclosure of Lobbying Activities:** SF-LLL (required for Federal Assistance greater than \$100,000 if there is lobbying to disclose)
- **Certification Regarding Lobbying**
- **Indirect Cost Rate Agreement (if claiming indirect costs)**

Note: The Certification Regarding Lobbying and Indirect Cost Rate Agreement cannot be submitted through Grants.gov. If you are applying through Grants.gov, these items will be requested at the time of award.

VI. Submission Dates and Times:

- **Deadline:** 5:00 PM EST, April 1, 2010
State, Tribe, and Territory applicants must contact the Federal Area-Veterinarian-in-Charge (AVIC) prior to the deadline regarding intent to apply. Tribal applicants are to contact Dr. Terry Clark, APHIS/VS Tribal Liaison, prior to contacting the AVIC for intent to apply. The AVIC and the APHIS/VS Regional contact for Advancing Animal Disease Traceability Cooperative Agreements will coordinate the application review process to determine the most appropriate process for awarding funding to successful applicants.
- **Evaluation and Selection**
The evaluation of applications will be conducted as soon as received following the notification of intent to the AVIC for applying by the deadline noted above. Following the selection process, all applicants will be notified of the amount of the available funds that have been approved to support their plan and any changes to the work plan that are needed to justify the proposed amount.
- **Allocation of Funds**
Funds will be awarded for the period beginning on the date indicated in the Notice of Award and continuing until March 31, 2011.

VII. Intergovernmental Review

CFDA 10.025 is subject to Executive Order 12372, “Intergovernmental Review of Federal Programs” in the States and Territories of: Arkansas, California, Delaware, District of Columbia, Georgia, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, North Dakota, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, North Mariana Islands, Puerto Rico, and Virgin Islands (as of November 2009). Awards will not be made until this process has been completed in the applicable States or Territories. Names and addresses of States’/Territories’ Single Points of Contact (SPOC) are listed in the Office of Management and Budget’s home page at: http://www.whitehouse.gov/omb/grants_spoc/. For those applicants that have this process in their State or Territory, submit your application to the SPOC simultaneously to submitting to

APHIS. Failure to meet this requirement will result in a rejection of your application. A copy of the SPOC waiver or approval letter will be required at the time the award is made.

VIII. Funding Restrictions

Plan funds must be obligated by the recipient by March 31, 2011. Extensions of time to complete projects beyond this date may be granted on a case-by-case basis. Construction, including renovations of real property, is not authorized.

Plan funds may not be used for certain types of personnel, including computer software developers and programmers. The types of personnel who may be funded under these plans include data entry clerks and program delivery personnel.

Plan funds may not be used for certain types of equipment, including servers and data storage devices. Types of equipment which may be funded under these plans would include PCs for data entry.

Plan funds granted under this announcement may not be used for field trials or research. These funds may only be used for advancing animal disease traceability.

The applicant must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its cognizant Federal agency, when indirect costs are assessed in the budget. Each Native American Tribal government desiring reimbursement of indirect costs, if it is participating as part of a State or Territorial application, must submit its indirect cost proposal to the Department of the Interior (its cognizant Federal agency).

IX. Other Submission Requirements

Applicants can apply to this funding opportunity through <http://grants.gov>. First time users should go to the “Get Registered” tab on the Web site and carefully read and follow the steps listed in order to apply. Your organization will need to be registered with the Central Contractor Registry (CCR). In order to register with the CCR, a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number . A DUNS number is a unique nine-character identification number provided by the commercial company, [Dun & Bradstreet \(D&B\)](#). To investigate if your organization already has a DUNS number or [to obtain a DUNS number](#), contact Dun & Bradstreet at 1-866-705-5711. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

Please note: The DUNS and CCR requirements described above are applicable to all applicants whether you choose to apply through Grants.gov or submit a paper application package.

Applications must be received through Grants.gov or at the address below by close of business on the closing date indicated in VI., “Submission Dates and Times”.

Applications may be submitted electronically in MS Word (version 97-2003 preferred) (email or delivered electronic media), or one original paper application package to the Area-Veterinarian-in-Charge covering the Area in which the applicant is located. The name and contact information for these people may be found at: http://www.aphis.usda.gov/vs/area_offices.htm.

If you experience difficulty in getting your application to the Area-Veterinarian-In-Charge in your area, you may contact:

USDA APHIS VS
c/o David L. Morris, Animal Disease Traceability Staff
National Center for Animal Health Programs
2150 Centre Ave. – Bldg. B – MS 3E20
Fort Collins, CO 80526-8117
David.L.Morris@aphis.usda.gov
(970) 494-7375

X. Application Review Information

A. Criteria

1. States, Tribes, and Territories

Of the total available funds for plans involving the advancement of animal disease traceability, \$5,783,440 will be set aside for use by States, Tribes, and Territories. The work plan must clearly justify the funding requested. If the work plan does not justify the entire reserved amount, the State, Tribe, or Territory will be awarded the amount justified in the work plan.

2. Other Criteria

Cost sharing is Required: Twenty percent cost sharing is required¹, demonstrated by the applicant's cash contributions², or third-party in-kind contributions³. The eligibility of specific items of cost is outlined in OMB Circular A-87 regardless of the origin of the funds. The Applicant's cost share should be presented as a percentage of the total project budget. Applicants choosing to purchase animal identification tags/devices can only purchase APHIS-compliant tags/devices. Customization costs for APHIS-compliant tags/devices (e.g., State codes, disease identifying features, etc.) beyond the standard APHIS product code costs are not an allowable expense and cannot be charged to the cooperative agreement; therefore, these costs must be excluded from the project budget.

¹As defined by 7 CFR 3016.3 Cost Sharing or Cost Matching means the value of the third party in-kind contributions and the portion of the costs of a federally assisted project or program not borne by the Federal Government.

²As defined by 7 CFR 3016.3 Cash Contributions means the grantee's (recipients) cash outlay, including the outlay of money contributed to the grantee or subgrantee by other public agencies and institution, and private organization and individuals.

³As defined by 7 CFR 3016.3 Third Party in-kind contributions means property or services which benefit a federally assisted project or program and which are contributed by non-Federal parties without charge to the grantee, or a cost type contractor under the grant agreement.

B. Review and Selection Process

USDA APHIS VS is responsible for the allocation of funds to support plans that will be funded through advancing animal disease traceability cooperative agreements. The work plan will be reviewed by the Area-Veterinarian-in-Charge for consistency with this announcement. Once the Area-Veterinarian-in-Charge is satisfied that the work plan and accompanying supporting information is accurate, the package will be forwarded to the appropriate USDA APHIS VS Regional Office. Staff within the Regional Office will review the package and submit it for final approval. If the Area-Veterinarian-in-Charge or Regional Office Staff encounter areas of the submitted work plan which need adjustment(s), they will contact the applicant to discuss these issues. VS has final authority in determining the amount of available funds that will be allocated to each work plan.

XI. Award Administration Information

A. Award Notice

Applications selected for funding will be notified by email or phone after the selection process is complete (April, 2010). Approximately 10 days after the email notification, if not sooner, APHIS will prepare and submit a Notice of Award to the cooperator for signature. Once the Notice of Award is signed and returned to APHIS for final signature, the agreement will become effective. A letter will be mailed to any unsuccessful applicants on approximately the same date the selected applicants are first notified.

B. Administrative and National Policy Requirements

Access privileges to national databases provided to cooperators by APHIS will be given only to specific individuals specified in the agreements pertinent to those databases and must not be shared with any other individual, organization, company, or other entity. Animal health data specified under the agreement that are collected under the terms of the agreement are to be provided to APHIS in accordance with the data transfer protocols required by the national databases.

Successful applicants must comply with the requirements contained in the United States Department of Agriculture "Uniform Federal Assistance Regulations," 7 CFR 3015; "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 7 CFR 3016; in addition to "Government Wide Debarment and Suspension (Non-Procurement)," 7 CFR 3017; "Government Wide Requirements for Drug-Free Workplace," 7 CFR 3021; "New Restrictions on Lobbying," 7 CFR 3018; and Office of Management and Budget regulations governing "Controlling Paperwork Burdens on the Public," 5 CFR 1320.

XII. Reporting

The Plan Administrator will provide to the APHIS authorized representative **quarterly** accomplishment reports on program activities outlined in the work plan. Report content should be submitted in the format illustrated in Appendix A. Supporting narrative as attachment(s) to the format illustrated in Appendix A, if appropriate, is also acceptable. The reports will be used by APHIS to verify compliance with provisions of this **Agreement**. The due dates of the Accomplishment reports will be specified in the Notice of Cooperative Agreement Award.

The Plan Administrator will provide to the APHIS authorized representative a properly certified **quarterly** Federal Financial Report, SF-425. The due dates of the SF-425 will be specified in the Notice of Cooperative Agreement Award. Any requests for an extension of time to submit the SF-425 must be made in writing to APHIS' authorized representative before expiration of the initial 30 or 90 day period allowed for submitting the report. Extensions of time to submit the SF-425 are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.

XIII. Agency Contacts

For questions of programmatic content, please contact:

David L. Morris
APHIS, Veterinary Services
Ph. 970-494-7375
Fax 970-494-7369
David.L.Morris@aphis.usda.gov

For administrative questions, please contact:

Eileen Berke
APHIS, Agreements Services Center
Ph. 301-734-8330
Fax 301-734-8064
Eileen.M.Berke@aphis.usda.gov

XIV. Other Information

Native American Tribal governments or animal health authorities seeking funding support for advancing animal disease traceability implementation efforts are to contact Dr. Terry Clark, APHIS/VS (919-855-7167).

The USDA is not obligated to make any award as a result of this announcement. Only the APHIS Authorized Departmental Officer (ADO) can bind the Government to expenditure of funds.

XV. Appendix A: Accomplishment Report Summary Format

**COOPERATIVE AGREEMENT ACCOMPLISHMENT PLAN AND REPORT
10-9XX-0XXXCA**

Program: Animal Disease Traceability

Quarter Completed:		Report Date:	Contact Person:	
Activity	Planned Accomplishment – List Specific Performance Measures	Performance Measures - Achievements -	If Objectives Have Not Been Met, Explain Below:	Work Site Visited Dates:
Activity 1	Enter planned accomplishment: Explain planned accomplishment:	MEASURABLE OUTCOMES		
Activity 2	Enter planned accomplishment: Explain planned accomplishment:	MEASURABLE OUTCOMES		
Activity 3	Enter planned accomplishment: Explain planned accomplishment:	MEASURABLE OUTCOMES		
Activity 4	Enter planned accomplishment: Explain planned accomplishment:	MEASURABLE OUTCOMES		