# Farmed Cervid Chronic Wasting Disease Management and Response Activities 2022 Cooperative Agreements

**Fiscal Year 2022 Funding Opportunity Announcement**

**Funding Opportunity Number:** USDA-APHIS-10025-VSSPRS00-22-0001

**Publication Date:** April 7, 2022

**Application Due Date:** June 7, 2022 at 11:59 PM Eastern Daylight Savings Time

# Funding Opportunity: Farmed Cervid Chronic Wasting Disease Management and Response Activities 2022

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services (VS) is announcing the availability of around $4,800,000 in cooperative agreement funding to control and prevent chronic wasting disease (CWD) in farmed cervids through the development and/or implementation of CWD surveillance, testing, management, and response activities, including the use of funds for the indemnification and removal of CWD-affected farmed cervid herds and CWD-exposed cervids as part of an overall CWD management plan in accordance with 9 CFR Part 55.2.[1]

USDA APHIS Wildlife Services (WS) is announcing a separate funding opportunity for the control and prevention of CWD in wild cervids under the title "FY22 Wild Cervid CWD Management and Response Activities." Applicants can find information for this funding opportunity on ezFedGrants or Grants.gov by searching this title, the Catalog of Federal Domestic Assistance Number 10.028, or the Funding Opportunity Number USDA-APHIS-10028-WSNWRC00-22-0011.

## SYNOPSIS

**Funding Opportunity Title:** FY22 Farmed Cervid CWD Management and Response Activities

**Funding Opportunity Number:** USDA-APHIS-10025-VSSPRS00-22-0001

**Funding Type:** Cooperative Agreement

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

**Application Due Date:** Proposals must be received through ezFedGrants by June 7, 2022 at 11:59 PM Eastern Daylight Savings Time. Proposals received after this deadline will not be reviewed or considered for funding. Submissions through Grants.gov will not be accepted.

**Funding Opportunity Description:** In this 2022 announcement, APHIS VS will make available around $4,800,000 in funds to control and prevent chronic wasting disease (CWD) in farmed cervids through the development and/or implementation of CWD surveillance, testing, management, and response activities, including the use of funds for the indemnification and removal of CWD-affected farmed cervid herds and CWD-exposed cervids as part of an overall CWD management plan in accordance with 9 CFR Part 55.2.

**Eligible Applicants:** This competitive opportunity is open to the following entities, provided they, or the Native American Tribal governments they are representing in the case of Native American Tribal organizations, have regulatory oversight or direct responsibility for farmed cervids: State departments of agriculture; State animal health agencies; State departments of wildlife or natural resources; and,

[1] USDA APHIS VS may increase the funding available through this opportunity by adding unused funds allocated for indemnity payments or other cooperative agreement commitments.

Federally recognized Native American Tribal governments and Native American Tribal organizations representing Federally recognized Native American Tribal governments.[2]

**Cost Sharing:** Although cost sharing is not required, APHIS VS may take an eligible applicant's ability to contribute non-Federal funds for proposed activities into consideration.

## *TABLE OF CONTENTS*


**Synopsis** ..... **2**
**A. Program Description** ..... **4**
A.1 Funding Opportunity Description ..... 4
A.2 Funding Priorities ..... 5
A.3 Other Funding Considerations ..... 6
A.4 Alignment with USDA APHIS Goals ..... 7
A.5 Legislative Authority ..... 7
**B. Federal Award Information** ..... **8**
B.1 Cost Guidance ..... 9
**C. Eligibility Information** ..... **10**
C.1 Eligible Applicants ..... 10
C.2 Cost Sharing or Matching ..... 10
C.3 Other Criteria for Eligibility ..... 11
C.4 Administrative Eligibility Criteria ..... 11
**D. Proposal and Submission Information** ..... **12**
D.1 Obtaining a Proposal Package ..... 12
D.2 Content and Form of the Proposal Package ..... 12
D.3 Unique Entity Identifier and System for Award Management (SAM) ..... 13
D.4 Submission Dates and Times ..... 14
D.5 Intergovernmental Review ..... 14
D.6 Funding Restrictions ..... 15
D.7 Other Submission Requirements ..... 15
**E. Application Review Information** ..... **15**
E.1 Evaluation Criteria ..... 15
E.2 Review and Selection Process ..... 17
E.3 Anticipated Announcement and Federal Award Dates ..... 18
**F. Federal Award Administration Information** ..... **18**
F.1 Federal Award Notices ..... 18
F.2 Administrative and National Policy Requirements ..... 19
F.3 Reporting ..... 19
F.4 Project Evaluation ..... 20


[2] Federally recognized Native American Tribal governments are listed on the Bureau of Indian Affairs, Interior; Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs website.

**G. Federal Awarding Agency Contacts ..... 20**
**H. Other Information ..... 20**
**Appendix 1: Farmed Cervid Funding Opportunity Criteria ..... 21**
**Appendix 2: Farmed Cervid Proposal Checklist and Tips ..... 24**
**Appendix 3: Farmed Cervid Proposal Work Plan Template ..... 26**
**Appendix 4: Farmed Cervid Proposal Financial Plan Template ..... 39**

# A. PROGRAM DESCRIPTION

**Awarding Agency Name:** USDA APHIS VS

**Funding Opportunity Title:** FY22 Farmed Cervid CWD Management and Response Activities

**Announcement Type:** Initial Announcement

**Funding Opportunity Number:** USDA-APHIS-10025-VSSPRS00-22-0001

**Catalog of Federal Domestic Assistance Number:** 10.025

**Key Dates**: Proposals must be received through ezFedGrants by June 7, 2022 at 11:59 PM Eastern Daylight Savings Time. Proposals received after this deadline will not be reviewed or considered for funding. Submissions through Grants.gov will not be accepted.

The performance period will begin on or before September 30, 2022 and should end no later than twelve months after the start date. There is an allowance of a one-time extension request of the performance period up to twelve months to complete the project, assuming there is no increase in funding requested. This request must be submitted in accordance with the Terms and Conditions for APHIS awards in order to be considered.

Applicants can find the funding opportunity information on ezFedGrants or Grants.gov by searching the CFDA number **10.025** or the Funding Opportunity Number **USDA-APHIS-10025-VSSPRS00-22-0001**.

## A.1 FUNDING OPPORTUNITY DESCRIPTION

This funding opportunity is provided to control and prevent CWD in farmed cervids through the development and/or implementation of CWD surveillance, testing, management, and response activities, including the use of funds for the indemnification and removal of CWD-affected farmed cervid herds and CWD-exposed cervids as part of an overall CWD management plan in accordance with 9 CFR Part 55.2.

APHIS VS anticipates awarding around $4,800,000 in funds for the following entities, provided they, or the Native American Tribal governments they are representing in the case of Native American Tribal organizations, have regulatory oversight or direct responsibility for farmed cervids: State departments of agriculture; State animal health agencies; State departments of wildlife or natural resources; and, Federally recognized Native American Tribal governments and Native American Tribal organizations representing Federally recognized Native American Tribal governments.

An eligible applicant may submit multiple proposals for this funding opportunity, requesting up to $250,000 per proposal for activities to control or prevent CWD in farmed cervids.[3] Applicants who wish to submit multiple proposals must submit each proposal as a separate proposal package.

**The overall objective of the funding opportunity is to control and prevent CWD in farmed cervids.** Through this funding opportunity, APHIS VS is soliciting collaborators who will further develop and implement farmed cervid CWD surveillance, testing, management, and response activities, including the use of funds for the indemnification and removal of CWD-affected farmed cervid herds and CWD-exposed cervids as part of an overall CWD management plan in accordance with 9 CFR Part 55.2. Funds may also be provided to further research, develop, and evaluate techniques and strategies for preventing and controlling CWD in farmed cervids.

## A.2 FUNDING PRIORITIES

Eligible applicants are encouraged to develop project proposals that directly support at least one of the five funding priorities described below:

1. **Improve the management of CWD-affected farmed cervid herds.** For the purpose of this priority, management means effectively **controlling** CWD in affected farmed cervid herds or **preventing** the spread of CWD from affected herds or endemic populations to farmed cervid herds by implementing or improving the implementation of the Federal CWD Herd Certification Program (HCP) as described in the USDA APHIS VS CWD Program Standards, including the use of funds for the indemnification and removal of CWD-affected farmed cervid herds and CWD-exposed cervids as part of an overall CWD management plan in accordance with 9 CFR Part 55.2.

   *Examples of activities that may be included under this priority are: disease detection, investigation, and response activities; the development and use of novel CWD tests in animals; epidemiology and risk analysis; farmed cervid movement monitoring and control (traceability); Federal HCP implementation or improvement, including enhanced compliance, monitoring, and enforcement activities; identification and investigation of treatment options for CWD; sample collection training programs for HCP sample collectors and regulatory personnel; surveillance in herds not subject to mandatory sample submission; or, test result reporting to APHIS.*

2. **Improve the management of CWD-affected farmed cervid premises.** For the purpose of this priority, management means effectively controlling or preventing the spread of CWD from a CWD-affected farmed cervid premises and/or surrounding area by implementing or improving upon current guidance and methods, such as the USDA APHIS VS CWD Program Standards, and may include cleaning and disinfection strategies, scavenger management, or other biosecurity measures.

[3] An eligible applicant may submit a proposal requesting up to $250,000 for management activities and request additional funds in excess of $250,000 for the indemnification of CWD-affected farmed cervid herds and/or CWD-exposed animals as part of an overall management plan (including the implementation of proposals based on genetic prediction and live animal testing), provided the application includes documentation supporting the appraisal of the farmed cervids in accordance with 9 CFR Part 55.3 and the owner has agreed to accept either the amount allowed by APHIS or a lower amount proposed by the owner or the state.

*Examples of activities that may be included under this priority are: the development and use of novel CWD tests for environmental testing; environmental decontamination; environmental testing; farmed cervid carcass and waste management; identification and investigation of premises treatment options for CWD; or, investigating the role of scavengers or predators in CWD transmission to or within farmed cervid herds or managing these risks.*

3. **Conduct additional research on amplification assays and other new test methods in farmed cervids.** Amplification assays are test methods that identify CWD by amplifying small amounts of prion protein to levels that are detectable [e.g., Protein Misfolding Cyclic Amplification (PMCA), real-time quaking induced conversion (RT-QuIC)]. Specifically, this funding opportunity is interested in proposals which will further the use of amplification assays as diagnostic or environmental tests, and/or efforts to make these tests commercially available for use.

   *Examples of activities that may be included under this priority are: the development of new amplification assays or the expanded use of amplification assays for novel sample types and applications.*

4. **Conduct additional research on the application of whole genome predictive genetics in farmed cervids.** Current and ongoing research supports the use of whole genome predictive genetics to determine the susceptibility of farmed cervids to CWD, which may provide the foundation for a genomics-based CWD eradication program in the future.

   *Examples of activities that may be included under this priority are: conducting field trials to evaluate the use of a whole genome predictive genetics strategy in farmed white-tailed deer herds or validating a whole genome predictive genetics strategy in farmed elk herds affected with CWD or located in CWD endemic areas to prevent or reduce the incidence of CWD.*[4]

5. **Develop and/or deliver educational outreach materials or programs to farmed cervid stakeholders.** For purposes of this priority, educational outreach means the methods, processes, or actions that provide education and facilitate learning of critical knowledge necessary to control and/or prevent CWD and its spread in farmed cervids, including the study of human dimensions on CWD prevention and control. Behavioral messaging research may also be included as part of an outreach program.

**NOTE:** Any other proposed projects or activities that would further develop and implement farmed cervid CWD control, prevention, surveillance, testing, management, and response fall within the scope of activities for this funding opportunity. While proposals within this scope that do not fall under the funding priorities above would receive a lower review score than proposals of equal quality that do, they will be reviewed and may score sufficiently for funding.

## A.3 OTHER FUNDING CONSIDERATIONS

Each proposal should describe how the project will leverage existing resources through partnerships with local, State, and/or Federal government agencies, industry organizations, professional associations,

[4] An eligible applicant including a whole genome predictive genetics strategy as a proposed activity should include a laboratory cost of $75.00 per sample when completing the project proposal Financial Plan.

producer groups, and/or non-profit organizations with direct and significant interest in the control or prevention of CWD in farmed cervids. Successful projects will meet the evaluation criteria described in Section E.1.

While all proposals meeting the administrative eligibility criteria listed in Section C.4 will be considered for funding, APHIS VS may give priority to proposals submitted by an eligible applicant: (1) in a State that has either experienced recent incidents of CWD in farmed cervids or that has farmed cervid herds bordering a CWD endemic area; and, (2) either has a CWD Federal HCP or a State CWD control program that includes, but is not limited to, monitoring and surveillance, or proposes to create a Federal or State CWD control program. **Eligible applicants not meeting these criteria are encouraged to apply and their proposals will be considered for funding.**

Applicants should describe the anticipated involvement by APHIS personnel needed to complete the proposed activities in the Work Plan and Financial Plan (excluding personnel to administer or oversee the cooperative agreement). APHIS intends to collaborate with recipients when requested to successfully complete activities funded via this opportunity; however, due to the limited availability of personnel, APHIS encourages proposals that are not contingent on APHIS participation where possible, unless that participation was agreed upon during the development of the proposal.

## A.4 ALIGNMENT WITH USDA APHIS GOALS

The mission of APHIS is to protect the health and value of American agriculture and natural resources. APHIS works in a variety of ways to protect and improve the health and quality of our nation's animals by taking steps to prevent, control, and eliminate those diseases and conditions facing animals today.

This funding opportunity supports the overall mission of USDA, which is to protect and promote food, agriculture, natural resources, and related issues, and USDA Strategic Goal 2 – Maximize the ability of American agricultural producers to prosper by feeding and clothing the world. Specifically, this funding opportunity supports the following USDA APHIS Strategic Goals:

**USDA APHIS Strategic Goal 2:** Safeguard American agriculture.

**Objective 2.2:** Manage plant and animal pests and diseases once established in the United States to promote plant and animal health.

> Tactic: Collaborate with industry, Tribes, and States to develop approaches that take advantage of best management and husbandry practices to minimize the damage and spread of plant and animal diseases.

**Objective 2.6:** Provide and coordinate timely diagnostic laboratory support and services.

> Tactic: Provide leadership and coordinate with other partners on diagnostic techniques, assays, and new technologies including scientific computing to support greater use of genomics and bioinformatics.

## A.5 LEGISLATIVE AUTHORITY

Under the Animal Health Protection Act (AHPA), as amended, (7 USC § 8301 et seq.), the Secretary of Agriculture is authorized to issue regulations and orders and to carry out operations and measures to prevent, detect, control, and eradicate diseases and pests of livestock and to cooperate with other Federal agencies, States or political subdivisions of States, national governments of foreign countries,

local governments of foreign countries, domestic or international organizations, domestic or international associations, Indian Tribes, and other persons to carry out the purposes of the AHPA.

Pursuant to 7 USC § 2279 (g) and, notwithstanding Chapter 63 of Title 31, APHIS is authorized to use cooperative agreements to reflect a relationship with a state or other recipient to carry out programs to protect the nation's animal and plant resources or to carry out educational programs or special studies to improve the safety of the nation's food supply.

## B. FEDERAL AWARD INFORMATION

**Total Amount to be Awarded**: APHIS VS anticipates awarding around $4,800,000 in funds to support projects that address the funding priorities described in Section A.2.

**Type of Assistance Instrument:** Awards will be funded via cooperative agreements. Cooperative agreements include substantial involvement by APHIS VS to assist in the completion of the goals and objectives of the work. Grants are used when a recipient will be performing all of the work without the substantial involvement of APHIS VS.

**Anticipated Awards:** APHIS VS anticipates awarding around twenty-five cooperative agreements and the amount awarded will range from $50,000 to $250,000 each. The average farmed cervid award in 2021 was $185,000 across fifteen proposals.[5] Based on reviewer recommendations, APHIS VS may adjust the amount of funds awarded to a project. In these cases, applicants may accept or decline the offered award. If accepted, applicants must submit a revised proposal package that addresses reviewer concerns and aligns with the amount awarded. APHIS VS will provide additional guidance to applicants in this situation. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

**Anticipated Award Start Date:** The performance period will begin on or before September 30, 2022.

**Period of Performance:** Projects must be completed no later than twelve months after the start date. Funding will not be allowed, nor activities approved to occur, outside of the period of performance. There is an allowance of a one-time extension request of the performance period up to twelve months to complete the project, assuming there is no increase in funding requested. This request must be submitted in accordance with the Terms and Conditions for APHIS awards in order to be considered.

**Competitive Process:** This is a competitive funding opportunity. Proposals will be evaluated by a team of reviewers who will recommend proposals for funding based on the merits of the proposal as outlined in Section E.2. Recipients are not pre-determined. Final funding decisions are at the discretion of APHIS VS.

**Cost Sharing**: Although cost sharing is not required, APHIS VS may take into consideration an eligible applicant's ability to contribute non-Federal funds to carry out a cooperative agreement. Additional information on cost sharing is outlined in Section C.2.

[5] Recipients wishing to continue work on projects funded in prior years that are either complete or will be complete by the proposed period of performance may submit proposals to this opportunity. Recipients wishing to continue work on projects funded in prior years which are not complete, and have not been extended previously, should submit a no-cost extension per the Terms and Conditions for APHIS awards or by contacting the APHIS VS Program Manager rather than submitting a proposal to this opportunity.

## B.1 COST GUIDANCE

Each applicant must submit a detailed Financial Plan that provides sufficient information to determine the costs for each of the proposed activities and objectives.

Allowable costs must be reasonable, allocable, and necessary to the project. Office of Management and Budget cost principles (2 CFR Subpart E) must be used to determine whether a cost can be charged to the project and, if so, the extent to which it can be charged. Funds are intended to complement and build upon activities associated with other APHIS cooperative programs or grants geared toward controlling or preventing CWD in farmed cervids.

Allowable uses of cooperative agreement funds include, but are not limited to, activities, equipment, supplies, and services needed to complete approved program activities that support the funding priorities and considerations described in Section A.2. This may include:

- *Equipment.* The Federal definition of equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per unit value of $5,000 or more unless the applicant's definition of equipment is more restrictive.
- *Information technology systems.* The term "information technology," defined in 2 CFR Part 200.1 includes, but is not limited to, computers, network, and ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. This also includes any equipment, interconnected system(s), or subsystem(s) of equipment that is used in the automatic acquisition, storage, manipulation, movement, control, display, switching, interchange, transmission, or reception of data or information.
- *Outreach materials.* Whenever possible, existing publications or audiovisuals, referred to as outreach materials, should be used. A draft of any publications or audiovisuals produced with cooperative agreement funds for public use must be reviewed and approved by APHIS VS, the Office of the Deputy Administrator, and the Office of Legislative and Public Affairs. A determination will be made if the USDA logo may be used and if APHIS' participation in the project may be acknowledged. Please allow a minimum of four weeks for review and approval of materials (brochures, pamphlets, flyers, posters, etc.). **NOTE:** Approval must be obtained prior to printing.
- *Personnel.* APHIS will allow costs for salaries and wages provided the total compensation to individual employees is reasonable for the work performed, conforms to the established policy of the organization, and is consistently applied to Government and nongovernmental activities.
- *Travel.* Funds may be requested for field work, trainings, attendance at meetings and conferences, and other travel costs associated with the proposed work. Recipients should follow their State's written travel policies when calculating travel costs. If there is no travel policy, Federal per diem rates should be used in the calculation of travel costs.

Project funds must be obligated by the recipient during the performance period identified in the Award Face Sheet. Reimbursement of costs outside of the performance period identified in the Award Face Sheet will not be reimbursed.

Funds **may NOT be used** for the following:

- Land acquisition
- Compensation for Federal Employees
- Travel of Federal Employees
- Federal subawards

- Construction and/or major rehabilitation of buildings
- Bonuses or commissions
- Fundraising
- Meeting, conference, symposia, or workshop honoraria, which is payment to individuals or guests other than for documented professional services
- Vehicle purchases or leases
- Positions funded by other Federal cooperative agreements or grants
- International travel
- Projects or activities associated with APHIS-State-Industry cooperative program activities already funded via USDA APHIS annual cooperative agreements
- Promotional, outreach, or giveaway items such as calendars, rulers, pens, pencils, squishy balls, cups, refreshments, etc.

Nothing in this section prevents an eligible applicant from using funds received to enter into sub-agreements with another eligible applicant, University, or nonprofit entity or to reimburse a state or local agency for services rendered, such as animal depopulation or testing.

# C. ELIGIBILITY INFORMATION

## C.1 ELIGIBLE APPLICANTS

The following entities are eligible for funding through this opportunity, provided they, or the Native American Tribal governments they are representing in the case of Native American Tribal organizations, have regulatory oversight or direct responsibility for **farmed cervids**:

1. State departments of agriculture
2. State animal health agencies
3. State departments of wildlife or natural resources
4. Federally recognized Native American Tribal governments and Native American Tribal organizations representing Federally recognized Native American Tribal governments[6]

**NOTE:** This list does not preclude award recipients from collaborating with other entities who may have direct and significant interest in the control or prevention of CWD in farmed cervids, such as land grant or other universities; State or national livestock, wildlife, sportsmen, or conservation organizations; or, a Federal Agency. Any application with a proposed subaward over $10,000 should complete an individual Financial Plan as a part of the proposal package.

## C.2 COST SHARING OR MATCHING

Cost sharing and matching is defined in 2 CFR Part 200.1 as a "portion of the project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute)." For additional information on cost share please reference 2 CFR Part 200.306.

[6] Federally recognized Native American Tribal governments are listed on the Bureau of Indian Affairs, Interior; Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs website.

Although cost sharing is not required, APHIS VS may take an eligible applicant's ability to contribute non-Federal funds to carry out such a cooperative agreement into consideration, but shall not require an eligible applicant to make a contribution as a condition to enter into a cooperative agreement.

If applicable, applicants should describe cost-share or in-kind funding for the project. Once the cooperative agreement is accepted and finalized, the cost share becomes legally binding and the recipient will be required to meet the cost share ratio.

## C.3 OTHER CRITERIA FOR ELIGIBILITY

All applicant organizations must have at least two users registered in ezFedGrants, a Grants Administrative Officer and a Signatory Official, in order to successfully submit a proposal package. This system will be used for all stages of the funding opportunity process, including submitting the proposal package, signing the cooperative agreement, and submitting reports.

Applicants will be checked against the System for Award Management (SAM) to ensure they have not been disbarred or suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. See Section D.3.

## C.4 ADMINISTRATIVE ELIGIBILITY CRITERIA

Proposal packages must meet these initial screening criteria to be considered for further review. Proposals that do not meet these criteria may not be considered. Applicants should refer to Appendix 1: Farmed Cervid Funding Opportunity Criteria for a full list of both the Administrative Eligibility Criteria and the Evaluation Criteria for this opportunity.

1. Proposals must be received by the deadline. Proposals received after the established deadline will not be reviewed or considered.
2. Proposals must be submitted by an eligible applicant.
3. Proposals should address at least one of the funding priorities or fall under the scope of activities described in Section A.2.
4. All required documents and forms listed in Section D.2 must be included in the proposal package and comply with the submission instructions described in Section D. Any proposal package with missing or significantly incomplete documents or forms will not be considered for review, resulting in a rejected proposal.
5. Proposals must be consistent with allowed use of funds guidance. Proposals that do not align with the cost guidance described in Section B.1 of this announcement will not be considered for review, resulting in a rejected proposal.

# D. PROPOSAL AND SUBMISSION INFORMATION

An eligible applicant may submit multiple proposals for this funding opportunity, requesting up to $250,000 per proposal for activities to control or prevent CWD in farmed cervids.[7] Applicants who wish to submit multiple proposals must submit each proposal as a separate proposal package.

Multiple proposals from a single eligible applicant may be selected for funding with the applicant receiving a total award greater than $250,000, provided the additional awarded proposal(s) is significantly superior in reviewer scoring when ranked against other proposal packages.

Applicants should refer to Appendix 2: Farmed Cervid Proposal Checklist and Tips for initial steps to take when developing a proposal.

## D.1 OBTAINING A PROPOSAL PACKAGE

All application materials are available through this announcement and ezFedGrants.

If assistance is needed with locating application materials, please reach out to VS.FiOps.ASC.Agreements@usda.gov at least 72 hours prior to the application deadline.

## D.2 CONTENT AND FORM OF THE PROPOSAL PACKAGE

The proposal package must include the following:

- ☐ SF-424, "Application for Federal Assistance" – Completed when applying to the funding opportunity in ezFedGrants
- ☐ SF-424A, "Budget Information – Non-Construction Programs" that matches the submitted Financial Plan – Completed when applying to the funding opportunity in ezFedGrants
- ☐ Certification Regarding Lobbying (for Federal Assistance greater than $100,000)
- ☐ SF-LLL, "Disclosure of Lobbying Activities" (for Federal Assistance greater than $100,000 when there are activities to disclose)
- ☐ Waiver or approval response letter from the State's Single Point of Contact (SPOC) if the applicant is in a state that is required to comply with Executive Order 12372, Intergovernmental Review of Federal Programs (See Section D.5 for additional information)
- ☐ Copy of the current, signed Negotiated Indirect Cost Rate Agreement, if indirect costs are claimed
- ☐ Farmed Cervid Proposal Work Plan (See Appendix 3: Farmed Cervid Proposal Work Plan Template)
- ☐ Farmed Cervid Proposal Financial Plan (See Appendix 4: Farmed Cervid Proposal Financial Plan Template)

[7] An eligible applicant may submit a proposal requesting up to $250,000 for management activities and request additional funds in excess of $250,000 for the indemnification of CWD-affected farmed cervid herds and/or CWD-exposed animals as part of an overall management plan (including the implementation of proposals based on genetic prediction and live animal testing), provided the application includes documentation supporting the appraisal of the farmed cervids in accordance with 9 CFR Part 55.3 and the owner has agreed to accept either the amount allowed by APHIS or a lower amount proposed by the owner or the state.

Applicants should refer to Appendix 2: Farmed Cervid Proposal Checklist and Tips when preparing a proposal package for submission. Any proposal package with missing or significantly incomplete documents or forms will not be considered for review, resulting in a rejected proposal.

Letters of support are not required but may be included in the proposal package. Applicants should not request letters of support from APHIS employees; however, informal discussions are encouraged.

### Project Proposal Work Plan

Applicants must submit a Work Plan and include all of the information outlined in the Farmed Cervid Proposal Work Plan Template available in Appendix 3: Farmed Cervid Proposal Work Plan Template. Applicants are encouraged, but not required, to use the Farmed Cervid Proposal Work Plan Template. Work Plans using this template may not exceed twenty pages in 12-point font. Work Plans that do not use the template may not exceed ten pages in 12-point font. The use of diagrams, visuals, and reference sheets, as well as any letters of collaboration from contributors, will not count toward these limitations.

Work Plans should address at least one of the funding priorities or fall under the scope of activities described in Section A.2 with individual objectives directed toward farmed cervid management or research. Applicants are encouraged to submit separate proposals for each funding priority provided the objectives or activities are not dependent on all proposals being selected for funding. Submitting separate projects in a single proposal may result in an activity that would have scored high enough to be funded individually not scoring well due to another activity in the proposal scoring poorly or being unacceptable. If multiple funding priorities are addressed within a single Work Plan, applicants should specify which funding priority is addressed for each objective.

### Project Proposal Financial Plan

Applicants must submit a Financial Plan that clearly identifies the costs associated with the proposed activities for each objective listed in the Work Plan and include all of the information outlined in the Farmed Cervid Proposal Financial Plan Template available in Appendix 4: Farmed Cervid Proposal Financial Plan Template. Applicants are encouraged, but not required, to use the Farmed Cervid Proposal Financial Plan Template. Financial Plans must match and provide additional details on the information provided in the required SF-424A submitted through ezFedGrants. When preparing a Financial Plan, applicants must comply with the cost guidance and funding restrictions described in Section B.1.

## D.3 UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

All applicants are required to register in SAM prior to submitting a proposal for this funding opportunity, provide a valid unique entity identifier in the application, and maintain an active SAM registration with current information at all times during the application process and award period of performance (2 CFR Part 200.206).[8] To register, go to the SAM website. Please allow a minimum of 5 days to complete the SAM registration. Registration is free. Frequently Asked Questions, User Guides, Demonstration Videos, etc. can be found at the SAM website, under the "Help" tab.

During the SAM registration process, be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the registration process. In addition, complete

[8] Unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d).

the Representations and Certifications section of the registration process and answer yes to the Financial Assistance Response question. These are mandatory requirements in order to receive Federal financial assistance.

During the application package review process, APHIS will conduct a risk assessment. All applicants will be verified in SAM to ensure they have not been disbarred or suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. APHIS may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements, APHIS may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

When the anticipated total Federal share exceeds the simplified acquisition threshold, APHIS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM before issuing the award. An applicant, if desired, may review and comment on any information about their organization that a Federal awarding agency previously entered and is currently in the designated integrity and performance systems accessible through SAM. APHIS will consider any comments provided by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the risk assessment.

## D.4 SUBMISSION DATES AND TIMES

All proposals must be completed and received electronically through ezFedGrants no later than **June 7, 2022, 11:59 PM Eastern Daylight Savings Time**. The electronic date and time stamp from ezFedGrants will be used to determine whether proposals were received before the deadline. Submissions through Grants.gov will not be accepted.

We understand unanticipated issues can arise; therefore, we urge applicants to submit their application package early to allow time to address any complications. If you are experiencing technical difficulties, please reach out to VS.FiOps.ASC.Agreements@usda.gov at least 72 hours prior to the deadline for assistance. Any proposal package with missing or significantly incomplete documents or forms will not be considered for review, resulting in a rejected proposal.

Applicants should refer to Appendix 2: Farmed Cervid Proposal Checklist and Tips to ensure that all documents are included prior to submission of the proposal package.

## D.5 INTERGOVERNMENTAL REVIEW

The Intergovernmental Review Process (CFDA 10.025) is subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Awards will not be made until this process has been completed in the applicable States.

Names and addresses of States' Single Point of Contact (SPOC) are listed at: https://www.aphis.usda.gov/mrpbs/fmd/downloads/spoc_list.pdf. Please reach out to your State's SPOC for additional information on your specific State requirements.

For those applicants that have this process in their State, submit your application to the SPOC simultaneously to submitting to APHIS. If possible, please upload a waiver or approval response letter

from the SPOC with your proposal package in ezFedGrants to fulfill this requirement. Awards will not be made until this process has been completed in applicable states. Failure to meet this requirement will result in a rejection of your application.

## D.6 FUNDING RESTRICTIONS

Project funds are only available during the period of performance and must be obligated by the recipient within twelve months from the date the funds are made available by APHIS VS (the beginning date of the period of performance on the Award Face Sheet) unless otherwise stated in the Award Face Sheet. Any expenses prior to the beginning date or after the end date of the period of performance will not be reimbursed. Construction is not authorized.

Applicants must submit a copy of their fully executed current Negotiated Indirect Cost Rate Agreement, negotiated with their recognized Federal Agency, when indirect costs are assessed in the budget. Indirect costs for any sub-award must be disclosed.

Higher education institutions and non-profit organizations' assessment of indirect costs is limited to not more than ten percent of total direct costs or the application of their approved Negotiated Indirect Cost Rate Agreement, whichever is less.

Please refer to the cost guidance in Section B.1 for additional information on funding restrictions and limitations.

## D.7 OTHER SUBMISSION REQUIREMENTS

Only electronic submissions of proposals through ezFedGrants will be accepted. Hard copy proposals and submissions through Grants.gov will not be accepted. APHIS complies with Section 508 of the Rehabilitation Act of 1973.

Applicants experiencing technical difficulties should reach out to VS.FiOps.ASC.Agreements@usda.gov at least 72 hours prior to the application deadline of June 7, 2022, 11:59 PM Eastern Daylight Savings Time for assistance. Proposals received after the deadline will not be reviewed or considered.

# E. APPLICATION REVIEW INFORMATION

## E.1 EVALUATION CRITERIA

APHIS VS will use the following criteria to evaluate proposals during the review process. Applicants should consider these criteria when preparing the proposal package. Applicants should refer to Appendix 1: Farmed Cervid Funding Opportunity Criteria for a full list of both the Administrative Eligibility Criteria and the Evaluation Criteria for this opportunity. **NOTE:** Proposed activities must align with current Federal, State, and Tribal regulations.

### Evaluation Criteria

1. **Addresses the priorities and requirements in the announcement.** This criterion assesses the extent to which the proposal strongly supports and clearly addresses one or more of the priority areas described in Section A.

a. **Strong and direct support for at least one of the funding priorities.** This criterion assesses the extent to which the proposed activities directly address a concern identified in at least one of the funding priorities, as well as the extent to which the expected outcomes and deliverables will strongly support the funding priority area of concern.

b. **Strong and direct support for the overarching goal of the funding opportunity.** This criterion assesses the extent to which the expected outcomes and deliverables will support the overarching goal of the funding opportunity**,** which is to control or prevent CWD in farmed cervids, including the development and/or implementation of CWD surveillance, testing, management, and response activities.

c. **The degree to which a proposal complements and builds upon existing activities.** This criterion assesses the extent to which the proposal demonstrates an awareness of current concerns, knowledge gaps, and activities conducted by other entities, avoids research redundancy, and considers the regulations related to the funding priority topic, if applicable.

   **NOTE:** For management proposals, effective strategies that have been successfully implemented by other entities are not considered redundant when being repeated in or expanded to new areas.

2. **Feasibility of success.** This criterion assesses the extent to which the proposal is likely to successfully produce the expected outcomes and deliverables based on key factors, such as a well-organized and sound approach, a reasonable schedule, effective partnerships and collaborations, and the applicant's skills, knowledge, and experiences.

   a. **Plan of action.** This criterion assesses the extent to which the Work Plan and Financial Plan lay out a plan of action that is logical, well organized, complete, and likely to successfully produce the expected outcomes and deliverables. It considers whether the approach is explained in sufficient detail for the reader to understand what activities will be performed, how they will be conducted, and what will be produced.

   b. **Proposed work and methods.** This criterion assesses the extent to which the proposed work is technically sound. The proposed methods should be supported by current scientific knowledge and, in the case of management proposals, relevant past experience supporting the proposed activities. References, including unpublished data from previous actions, should be included to support the proposed methods or approach.

   c. **Adequate budget.** This criterion assesses the extent to which the budget is realistic, adequate, and sufficient to successfully produce the outcomes and deliverables described in the proposal.

   d. **Reasonable schedule.** This criterion assesses whether the project schedule allows an appropriate amount of time for completing all proposed activities in a one year performance period, including but not limited to considering a reasonable amount of time to complete each activity, the competing time commitments of stakeholders who are critical to project completion, and other risks that may cause schedule delays.

   e. **Partnerships and collaboration.** This criterion assesses the extent to which the proposal identifies and describes the partnerships and collaborations necessary to successfully produce the expected outcomes and deliverables. It also considers the likelihood the project will develop and strengthen relationships that are likely to foster progress in the funding priority area or related areas.

f. **Skills, knowledge, and experience**. This criterion considers the extent to which the key persons who will carry out the project have the qualifications, skills, abilities, experiences, and infrastructure (facilities and equipment) to successfully conduct the proposed activities and produce successful outcomes and deliverables.

3. **Impact and value of outcomes.** This criterion assesses the extent to which the expected outcomes and deliverables are likely to have measurable and significant impact and value in the funding priority area.

    a. **Scope of impact.** This criterion assesses scope of impact on controlling or preventing CWD, including whether the project will create an impact at:
        i. State, regional, national, or other geographic levels; or,
        ii. For one stakeholder interest group or many.

    b. **Value of outcomes.** This criterion assesses the likelihood the project will produce outcomes and deliverables that are high-value with respect to positively impacting the funding priority area.

    c. **Knowledge transfer.** This criterion assesses the extent to which the outcomes and deliverables are likely to be used by other groups and stakeholders, either by replicating the activity in other regions or by using the information to support policies and decisions. Proposals should indicate how the applicant will share the project outcomes and deliverables so other entities can make use of them.

4. **Cost Effectiveness.** This criterion assesses the extent to which the proposal identifies a cost-effective approach to produce the desired outcomes and deliverables as compared to alternatives.

    a. **All costs are reasonable and necessary.** This criterion assesses the extent to which the Financial Plan is clear, logical, and includes only reasonable and necessary costs to produce the expected outcomes and deliverables. It also assesses the extent to which the Financial Plan provides sufficient detail for reviewers to fully understand how each budget item specifically supports the activities outlined in the Work Plan, without including budget items that are not allowed or appear superfluous or tangential to producing the outcomes and deliverables.

    b. **Use of existing resources.** This criterion assesses the extent to which the proposal includes cost-saving measures by leveraging existing resources or partnerships where possible. For example, the proposal describes practical use of existing personnel, vehicles, computers, venues, supplies, and other items to complete the project. Cost share will be evaluated in this criterion and will make up less than five percent of the total score.

## E.2 REVIEW AND SELECTION PROCESS

APHIS VS has final authority in determining which projects are funded for this initiative. A project may be selected for partial funding of specific objectives or activities within a proposed Work Plan, based on reviewer recommendations.

If multiple applications requesting funding for the indemnification of CWD-affected cervids as part of an overall CWD management plan are received, APHIS VS may recommend providing funds at a decreased level to increase the impact of awards across a larger number of proposals. APHIS VS may adjust an

indemnity amount if a need is identified after proposal submission; likewise, an award may be amended to adjust an indemnity amount.

Proposals that meet the eligibility criteria in Section C will be subject to an administrative review by an APHIS VS Grants Specialist and evaluated by reviewers based on the merit of the proposal. APHIS VS is responsible for reviewing proposals against the evaluation criteria found in Section E.1 and the review panel will consist of internal and external subject-matter experts from various departments and agencies, and from academia as appropriate. High quality proposals are those that strongly support the funding priorities and address the needs, considerations, and evaluation criteria described in this funding opportunity.

Reviewers will have no association with projects they are reviewing in order to avoid potential conflicts of interest. In the event of a real or perceived conflict of interest, a reviewer shall recuse themselves as appropriate.

A risk assessment will be conducted as part of the selection and review process. See Section D.3 for additional information on the components of this risk assessment.

### E.3 ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

There is a single application deadline followed by the simultaneous review of all applications. APHIS VS will review proposals within 60 days of the application deadline. All applicants will be notified by email of award status.

## F. FEDERAL AWARD ADMINISTRATION INFORMATION

APHIS VS will administer awarded cooperative agreements, collaborating with project recipients to provide advice, receive and review project documents, offer comments and suggestions, track project performance, and communicate as necessary to ensure progress in accomplishing the project, identifying obstacles, and resolving concerns.

Recipients will track performance and expenditures, provide progress reports and project deliverables in accordance with the project Work Plan, and communicate with APHIS VS staff to assess and evaluate progress.

**NOTE:** Recipients may be asked to provide a brief presentation outlining their work and anticipated outcomes with farmed cervid stakeholders during an APHIS Cervid Stakeholder meeting.

### F.1 FEDERAL AWARD NOTICES

Applicants selected for funding will receive a notification stating that their application has been selected for award. This notification is not an authorization to begin performance on the project or to expend the funds. Either the APHIS VS Grants Specialist or the APHIS VS Program Manager may informally contact the applicant with application/Federal award status details.

Applicants selected for funding will receive an Award Face Sheet which will be routed to the applicant's Signatory Official(s) via ezFedGrants. The Award Face Sheet will provide pertinent instructions and information including but not limited to the information described in 2 CFR Part 200.211 and reference to the Terms and Conditions for APHIS awards. The Signatory Official must provide an E-Signature in

ezFedGrants for the Award Face Sheet unless an alternate Federal award signature process is provided to the applicant by APHIS VS. This Award Face Sheet fully signed by the applicant's Signatory Official and the APHIS Authorized Departmental Officer, which can be obtained electronically in ezFedGrants, is the only document that authorizes the project to begin.

## F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Successful applicants must comply with the requirements contained in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 200; "Nonprocurement Debarment and Suspension," 2 CFR Part 417; "Requirements for Drug-Free Workplace," 2 CFR Part 421; "New Restrictions on Lobbying," 2 CFR Part 418; and, Office of Management and Budget regulations governing "Controlling Paperwork Burdens on the Public," 5 CFR Part 1320.

In accordance with the Office of Management and Budget's guidance located at 2 CFR Part 200, all applicable Federal laws, and relevant Executive guidance, the Federal awarding agency will review and consider applications for funding pursuant to this notice of funding opportunity in accordance with the Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020. Particularly on: selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR Part 200.205); prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR Part 200.216); promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (Executive Order 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (Executive Order 13864) (2 CFR Parts 200.300, 200.303, 200.339, and 200.341); providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR Part 200.322); and, terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

Successful applicants must also comply with the general Terms and Conditions for APHIS awards, approved project Work Plan, approved project Financial Plan, and applicable authorization used to issue the Award Face Sheet.

## F.3 REPORTING

The Recipient's Project Coordinator will provide quarterly performance reports and properly certified Federal Financial Reports, SF-425s, to the APHIS VS Program Manager through ezFedGrants as specified in the Award Face Sheet and in accordance with the general Terms and Conditions for APHIS awards. The reports will be used by APHIS VS to verify compliance with provisions of the Award Face Sheet.

Any requests for an extension of time to submit reports must be made in writing to the APHIS VS Program Manager. Extensions of time to submit reports will be considered on a case-by-case basis and are subject to the discretion of the APHIS VS Program Manager. If allowed, approval will be provided by the APHIS VS Program Manager in writing.

If the Federal share of the award exceeds $500,000 during the period of performance, please be aware of the post award reporting requirements reflected in 2 CFR Part 200 Appendix XII.

### F.4 PROJECT EVALUATION

The Recipient's performance will be evaluated, through the review of performance and financial reports, based on the following criteria to determine if the Recipient met the project standards and if the proposed results and benefits were achieved:

1. Adherence to project schedule;
2. Adherence to project budget;
3. Delivery of results that meet the cooperative agreement performance standards and achieve the stated outcomes; and,
4. Periodic discussion of project progress with the APHIS VS Program Manager.

## G. FEDERAL AWARDING AGENCY CONTACTS

For questions pertaining to this funding opportunity, required documents, or the ezFedGrants application process, please contact VS.FiOps.ASC.Agreements@usda.gov.

For questions regarding the CWD program, please contact the following APHIS VS Program staff:

Area Veterinarian in Charge (AVIC)
Mark Lyons, Veterinary Medical Officer, Mark.A.Lyons@usda.gov, 614-592-7954

## H. OTHER INFORMATION

USDA is not obligated to make any award as a result of this announcement nor to make any changes to future announcements. Only the APHIS Authorized Departmental Officer can bind the Government to an expenditure of funds and this obligation of funds shall only occur in writing by authorized officials and under the approved USDA APHIS cooperative agreement format.

USDA APHIS WS is announcing a separate funding opportunity for the control and prevention of CWD in wild cervids under the title "FY22 Wild Cervid CWD Management and Response Activities." Applicants can find information for this funding opportunity on ezFedGrants or Grants.gov by searching this title, the Catalog of Federal Domestic Assistance Number 10.028, or the Funding Opportunity Number USDA-APHIS-10028-WSNWRC00-22-0011.

# APPENDIX 1: FARMED CERVID FUNDING OPPORTUNITY CRITERIA

## Farmed Cervid Chronic Wasting Disease Management and Research Activities 2022 Eligibility and Evaluation Criteria

### Administrative Eligibility Criteria

Proposal packages must meet these initial screening criteria to be considered for further review. Proposals that do not meet these criteria may not be considered.

1. Proposals must be received by the deadline. Proposals received after the established deadline will not be reviewed or considered.
2. Proposals must be submitted by an eligible applicant.
3. Proposals should address at least one of the funding priorities or fall under the scope of activities described in Section A.2.
4. All required documents and forms listed in Section D.2 must be included in the proposal package and comply with the submission instructions described in Section D. Any proposal package with missing or significantly incomplete documents or forms will not be considered for review, resulting in a rejected proposal.
5. Proposals must be consistent with allowed use of funds guidance. Proposals that do not align with the cost guidance described in Section B.1 of this announcement will not be considered for review, resulting in a rejected proposal.

### Evaluation Criteria

APHIS VS will use the following criteria to evaluate proposals during the review process. Applicants should consider the criteria when preparing the proposal package. **NOTE:** Proposed activities must align with current Federal, State and Tribal regulations.

1. **Addresses the priorities and requirements in the announcement.** This criterion assesses the extent to which the proposal strongly supports and clearly addresses one or more of the priority areas described in Section A.
    a. **Strong and direct support for at least one of the funding priorities.** This criterion assesses the extent to which the proposed activities directly address a concern identified in at least one of the funding priorities, as well as the extent to which the expected outcomes and deliverables will strongly support the funding priority area of concern.
    b. **Strong and direct support for the overarching goal of the funding opportunity.** This criterion assesses the extent to which the expected outcomes and deliverables will support the overarching goal of the funding opportunity**,** which is to control or prevent CWD in farmed cervids, including the development and/or implementation of CWD surveillance, testing, management, and response activities.

c. **The degree to which a proposal complements and builds upon existing activities.** This criterion assesses the extent to which the proposal demonstrates an awareness of current concerns, knowledge gaps, and activities conducted by other entities, avoids research redundancy, and considers the regulations related to the funding priority topic, if applicable.

   **NOTE:** For management proposals, effective strategies that have been successfully implemented by other entities are not considered redundant when being repeated in or expanded to new areas.

2. **Feasibility of success.** This criterion assesses the extent to which the proposal is likely to successfully produce the expected outcomes and deliverables based on key factors, such as a well-organized and sound approach, a reasonable schedule, effective partnerships and collaborations, and the applicant's skills, knowledge, and experiences.

   a. **Plan of action.** This criterion assesses the extent to which the Work Plan and Financial Plan lay out a plan of action that is logical, well organized, complete, and likely to successfully produce the expected outcomes and deliverables. It considers whether the approach is explained in sufficient detail for the reader to understand what activities will be performed, how they will be conducted, and what will be produced.

   b. **Proposed work and methods.** This criterion assesses the extent to which the proposed work is technically sound. The proposed methods should be supported by current scientific knowledge and, in the case of management proposals, relevant past experience supporting the proposed activities. References, including unpublished data from previous actions, should be included to support the proposed methods or approach.

   c. **Adequate budget.** This criterion assesses the extent to which the budget is realistic, adequate, and sufficient to successfully produce the outcomes and deliverables described in the proposal.

   d. **Reasonable schedule.** This criterion assesses whether the project schedule allows an appropriate amount of time for completing all proposed activities in a one year performance period, including but not limited to considering a reasonable amount of time to complete each activity, the competing time commitments of stakeholders who are critical to project completion, and other risks that may cause schedule delays.

   e. **Partnerships and collaboration.** This criterion assesses the extent to which the proposal identifies and describes the partnerships and collaborations necessary to successfully produce the expected outcomes and deliverables. It also considers the likelihood the project will develop and strengthen relationships that are likely to foster progress in the funding priority area or related areas.

   f. **Skills, knowledge, and experience**. This criterion considers the extent to which the key persons who will carry out the project have the qualifications, skills, abilities, experiences, and infrastructure (facilities and equipment) to successfully conduct the proposed activities and produce successful outcomes and deliverables.

3. **Impact and value of outcomes.** This criterion assesses the extent to which the expected outcomes and deliverables are likely to have measurable and significant impact and value in the funding priority area.

a. **Scope of impact.** This criterion assesses scope of impact on controlling or preventing CWD, including whether the project will create an impact at:
    i. State, regional, national, or other geographic levels; or,
    ii. For one stakeholder interest group or many.

b. **Value of outcomes.** This criterion assesses the likelihood the project will produce outcomes and deliverables that are high-value with respect to positively impacting the funding priority area.

c. **Knowledge transfer.** This criterion assesses the extent to which the outcomes and deliverables are likely to be used by other groups and stakeholders, either by replicating the activity in other regions or by using the information to support policies and decisions. Proposals should indicate how the applicant will share the project outcomes and deliverables so other entities can make use of them.

4. **Cost Effectiveness.** This criterion assesses the extent to which the proposal identifies a cost-effective approach to produce the desired outcomes and deliverables as compared to alternatives.

    a. **All costs are reasonable and necessary.** This criterion assesses the extent to which the Financial Plan is clear, logical, and includes only reasonable and necessary costs to produce the expected outcomes and deliverables. It also assesses the extent to which the Financial Plan provides sufficient detail for reviewers to fully understand how each budget item specifically supports the activities outlined in the Work Plan, without including budget items that are not allowed or appear superfluous or tangential to producing the outcomes and deliverables.

    b. **Use of existing resources.** This criterion assesses the extent to which the proposal includes cost-saving measures by leveraging existing resources or partnerships where possible. For example, the proposal describes practical use of existing personnel, vehicles, computers, venues, supplies, and other items to complete the project. Cost share will be evaluated in this criterion and will make up less than five percent of the total score.

# APPENDIX 2: FARMED CERVID PROPOSAL CHECKLIST AND TIPS

## Farmed Cervid Chronic Wasting Disease Management and Research Activities 2022 Proposal Checklist and Tips

### Proposal Checklist

The proposal package must include the following:

- ☐ SF-424, "Application for Federal Assistance" – Completed when applying to the funding opportunity in ezFedGrants
- ☐ SF-424A, "Budget Information – Non-Construction Programs" that matches the submitted Financial Plan – Completed when applying to the funding opportunity in ezFedGrants
- ☐ Certification Regarding Lobbying (for Federal Assistance greater than $100,000)
- ☐ SF-LLL, "Disclosure of Lobbying Activities" (for Federal Assistance greater than $100,000 when there are activities to disclose)
- ☐ Waiver or approval response letter from the State's Single Point of Contact (SPOC) if the applicant is in a state that is required to comply with Executive Order 12372, Intergovernmental Review of Federal Programs (See Section D.5 for additional information)
- ☐ Copy of the current, signed Negotiated Indirect Cost Rate Agreement, if indirect costs are claimed
- ☐ Farmed Cervid Proposal Work Plan (See Appendix 3: Farmed Cervid Proposal Work Plan Template)
- ☐ Farmed Cervid Proposal Financial Plan (See Appendix 4: Farmed Cervid Proposal Financial Plan Template)

### Tips for Applicants

- **DO** submit proposals early – **DO NOT WAIT UNTIL THE DAY OF THE PROPOSAL DEADLINE.**
- **DO** remember that the reviewer's job is to ensure Government funds are well spent, with those proposals selected for funding providing the highest likelihood of tangible end products that control or prevent CWD in farmed cervids.
- **DO** take some time to think out your proposal. A proposal that is well written and easy to follow will be well received by the review panel.
- **DO** clearly and concisely define the need or problem that this proposal is addressing. Be **SMART: S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime bound. **DO NOT** include why it is important to control CWD in farmed cervids or general information on CWD.
- **DO** align your proposal with the priorities in the current year's opportunity announcement.
- **DO** provide sufficient detail for a reviewer to be convinced that you have thought out the process well, and understand the resources needed to complete the proposed tasks.
- **DO** be sure to include all APHIS resources your proposal will need to successfully complete the work.
- **DO** ask questions. We want to help you put forth the best proposal possible.

## New Applicant Information

The applicant will be required to complete the application process by following the instructions below.

**Register in SAM**

- Applicants must register and complete the Representations and Certification section of the registration proves and answer yes to the Financial Assistance Response question in SAM.gov.

**Obtain a DUNS or UEI Number**

- Applicants are required to have a valid Data Universal Numbering System (DUNS) number prior to April 3, 2022 or a Unique Entity Identifier (UEI) number on and after April 4, 2022. The UEI number replaces the DUNS number on April 4, 2022.
- To see if your organization already has a DUNS number or to obtain a DUNS number, contact D&B at 1-866-705-5711 or visit the Dun & Bradstreet (D&B) website.
- A UEI number will automatically be assigned when a new entity is registered in SAM.gov. If your organization is already registered in SAM.gov, you have already been automatically assigned a UEI number and no additional actions are needed.

**Apply for an eAuthentication Account**

- Applicants will be required to have a USDA Level 2 eAuthentication Account.
- An individual may apply for a USDA eAuthentication Account by visiting the Create an Account page. For help with eAuthentication accounts or passwords, please visit the eAuthentication help desk online portal at https://www.eauth.usda.gov/eauth/b/usda/helpdesk/requesthelp.

**Getting Started in ezFedGrants**

- Applicants will be required to establish an account in ezFedGrants which requires a USDA level 2 eAuthentication account. USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. Please note that USDA will only accept eAuthentication Accounts from individuals.
- ezFedGrants requires each applicant to have a minimum of at least one Grants Administrative Officer and one Signatory Official to successfully submit an application/proposal package.
- To complete an application for a proposal selected for funding, the applicant must access the "Search Opportunities" screen and search for the correct Opportunity Number.
- For help with ezFedGrants, applicants may contact the ezFedGrants help desk at ezFedGrants@cfo.usda.gov.

# APPENDIX 3: FARMED CERVID PROPOSAL WORK PLAN TEMPLATE

Farmed Cervid Chronic Wasting Disease Management and Research Activities 2022
Proposal Work Plan Template

### Instructions

The information requested in this template is required in all proposal Work Plans.

Applicants may submit more than one project proposal. Applicants who submit more than one proposal must submit each proposal as a separate proposal package that includes a separate Work Plan.

A proposal Work Plan must address at least one of the funding priorities described in the Farmed Cervid Chronic Wasting Disease Management and Response Activities 2022 Funding Opportunity. A description of the evaluation criteria that will be used to assess your proposal is described in Section E.1.

Applicants are encouraged but not required to use this template. Please provide detailed information about the proposed project in the topic areas below. Write in narrative format where indicated and paste or type the appropriate information into each box. Expand boxes or add rows as needed. For those boxes where a word limit has been set, applicants can verify the number of words by selecting the box and referencing the word count in the lower left corner.

Work Plans using this template may not exceed twenty pages in 12-point font. The use of diagrams, visuals, and reference sheets, as well as any letters of collaboration from contributors will not count toward the twenty-page limitation.

Work Plans not using this template may not exceed ten pages in 12-point font. The use of diagrams, visuals, and reference sheets, as well as any letters of collaboration from contributors will not count toward the ten-page limitation.

### Template

## I. GENERAL INFORMATION

**Project Title**

| |
|---|
| |

**Name of Organization Submitting the Proposal**

| |
|---|
| |

**Type of Applicant**

*Select the type of applicant from the list below:*

- ☐ State department of agriculture
- ☐ State animal health agency
- ☐ State department of wildlife or natural resources
- ☐ Federally recognized Native American Tribal governments and Native American Tribal organizations representing Federally recognized Native American Tribal governments

  *For Federally recognized Native American Tribal governments or Native American Tribal organizations representing Federally recognized Native American Tribal Governments, list the name(s) of the Indian Tribal entities as they appear on the Bureau of Indian Affairs, Interior; Indian Tribal Entities Within the Contiguous 48 States Recognized by and Eligible to Receive Services from the United States Bureau of Indian Affairs website.*

  | |
  |---|
  | |

**Regulatory Compliance Statement**

*Select one statement from the following:*

- ☐ The activities described in this proposed Work Plan are compliant with current Federal and State regulations where the activities will occur.
- ☐ The activities described in this proposed Work Plan are not compliant with current Federal and State regulations where the activities will occur, but a waiver from the regulatory authorities is included in the proposal's supporting documentation.
- ☐ The activities described in this proposed Work Plan are not compliant with current Federal and State regulations where the activities will occur.

**Funding Priority Area**

*Select the one 2022 funding priority that your proposal most strongly supports:*

- ☐ Improve the management of CWD-affected farmed cervid herds;
- ☐ Improve the management of CWD-affected farmed cervid premises;
- ☐ Conduct additional research on amplification assays and other new test methods in farmed cervids;
- ☐ Conduct additional research on the application of whole genome predictive genetics in farmed cervids;
- ☐ Develop and/or deliver educational outreach materials or programs to farmed cervid stakeholders;
- ☐ Another farmed cervid management priority or area included in the scope of activities described in the Funding Opportunity Announcement; or,

☐ Another farmed cervid research priority or area included in the scope of activities described in the Funding Opportunity Announcement.

**Total Amount of Funding Requested**

*Each proposal should not exceed $250,000 in requested funds. Applicants may submit more than one project proposal, submitting each as a separate proposal package.*

$_____

**Indemnity Funding Requested**

*An eligible applicant may submit a proposal requesting up to $250,000 for management activities and request additional funds in excess of $250,000 for the indemnification of CWD-affected farmed cervid herds and/or CWD-exposed animals as part of an overall management plan.*

$_____

**Period of Performance**

*Enter proposed project start and end dates (not to exceed 12 months).*

| Proposed Project Start Date | Proposed Project End Date |
|---|---|
| | |

**Submitting Organization's Principal Investigator/Program Manager**

*Primary point of contact for administration of the cooperative agreement.*

| | |
|---|---|
| **Name** | |
| **Title** | |
| **Phone** | |
| **Email** | |

**Submitting Organization's Financial Point of Contact**

*Primary point of contact for financial administration of the cooperative agreement.*

| | |
|---|---|
| **Name** | |
| **Title** | |
| **Phone** | |
| **Email** | |

**Contributors**

*Name, title, organization, phone number, and email of co-investigators or other lead technical experts. Add rows as needed.*

| Name | Title | Organization | Phone | Email |
|---|---|---|---|---|
| | | | | |
| | | | | |

**Other Proposals Submitted to These Opportunities**

*If submitting multiple proposals to either the VS 2022 Farmed Cervid CWD Funding Opportunity, the WS 2022 Wild Cervid CWD Funding Opportunity, or the WS 2022 Tribal Nations Wild Cervid CWD Funding Opportunity, list all other submissions in the table below.*

| Funding Opportunity | Application Number | Project Title |
|---|---|---|
| | | |

**Submissions to Other Opportunities**

*If this proposal has been submitted to Federal funding opportunities other than those listed above, describe those opportunities below (e.g., funding opportunity title, amount requested).*

| |
|---|
| |

## II. PROJECT GOALS, OBJECTIVES, AND NEED FOR ASSISTANCE

**Objectives**

*List each specific objective the proposed project will accomplish, the funding priority addressed, and the expected results or benefits to be derived from this work and effort. The objectives described in this section are intermediate steps taken to achieve the overall purpose of the project activity. Objectives should be measurable and lead to specific results. No more than 3-5 objectives are recommended per proposal.*

| Objectives | Description |
|---|---|
| Objective 1 | |
| Objective 2 | |
| Objective 3 | |
| Objective 4 | |
| Objective 5 | |

**Critical Relevant Need or Problem Requiring Solution**

*Describe in 100 words or less the critical need that this project will address or what problem the project will solve. Include how the need or problem aligns with the priority area(s) described in the Funding Opportunity Announcement.*

| |
|---|
| |

**Background and Significance**

*Provide supporting information for justifying why the proposed work needs to be done. Describe and reference any documents (e.g., articles, reports, testimonies, preliminary data from other ongoing or planned studies, letters of collaboration) from concerned interests other than the applicant that support the need for the project. If attachments are needed, list them and upload them separately from the Work Plan.*

| |
|---|
| |

**Alignment to Farmed Cervid CWD Surveillance, Testing, Management, and Response Activities, including the further development and evaluation of techniques and strategies to prevent or control CWD**

*Describe in 100 words or less how the identified need or problem aligns with the elements of farmed cervid CWD control, prevention, management, and response activities described in the Funding Opportunity Announcement.*

**Geographic Location**

*List the state(s) or region(s) of the country where the proposed activities will take place.*

| State or Region | Proposed Activities |
|---|---|
| | |

**Target Audience**

*Describe in 100 words or less the specific audience or population that will directly benefit from and/or use the project outcome(s) or deliverable(s).*

**Expected Impact and Value**

*Describe in 100 words or less the anticipated impact and value that this project will provide in the selected priority area(s) from the Funding Opportunity Announcement.*

**Relationship to Other Projects**

*Describe in 100 words or less the relationship between this proposed project and other work planned, anticipated, or currently underway, including how the proposed activities will complement and build upon existing activities conducted by other entities.*

## III. APPROACH

**Outcomes and Deliverables**

*For each objective listed in Section II, describe the individual outcomes that will demonstrate successful completion of the objective, including the deliverables for each. Identify in which quarter of the project each activity is expected to begin and end. Add rows as needed.*

| Objectives | Outcomes and Deliverables | Start | End |
|---|---|---|---|
| Objective 1 | | | |
| 1.1 | | | |
| 1.2 | | | |
| Objective 2 | | | |
| 2.1 | | | |
| 2.2 | | | |
| Objective 3 | | | |
| 3.1 | | | |
| 3.2 | | | |
| Objective 4 | | | |
| 4.1 | | | |
| 4.2 | | | |
| Objective 5 | | | |
| 5.1 | | | |
| 5.2 | | | |

**Activities and Methods**

*For each outcome listed above, provide a detailed description of the proposed activities and methods that will be used. Include any applicable protocols, standards that will be met, or other supporting information.*

| Activities or Methods for Each Outcome or Deliverable | |
|---|---|
| Objective 1 | |
| 1.1 | |
| 1.2 | |
| Objective 2 | |
| 2.1 | |
| 2.2 | |
| Objective 3 | |
| 3.1 | |
| 3.2 | |
| Objective 4 | |
| 4.1 | |
| 4.2 | |
| Objective 5 | |
| 5.1 | |
| 5.2 | |

**Additional Contributors**

*List organizations, cooperators, consultants, or other key individuals, in addition to those listed in Section I, who will contribute to the project. This may include, but is not limited to, land grant or other universities; State or national livestock, wildlife, sportsmen, or conservation*

*organizations with direct and significant interest in the control of CWD; or, a Federal agency. A letter of collaboration from each contributor should be uploaded separately from the Work Plan as attachments.*

| Name, Title, Organization | Role or Contribution |
|---|---|
| | |
| | |
| | |

**Need for APHIS Assistance**

*Describe any support needed from APHIS to accomplish the project objectives, such as help from APHIS VS subject matter experts. Include a description of the quantity or duration of the need for assistance. Add rows as needed.*

| Type of Assistance Requested | Describe the Need for APHIS Assistance |
|---|---|
| | |
| | |

**Qualifications and Relevant Experience of the Principal Investigator/Program Manager and Lead Technical Experts**

*Present the qualifications of the lead technical experts and other key personnel indicating their ability to successfully complete the project. Applicants may attach this information in separate documents instead of listing it here. Add additional rows as needed.*

| | |
|---|---|
| **Name and Title** | |
| **Organization** | |
| **Role in this project** | |
| **Qualifications and Relevant Experience** | |

**Potential Problems and Anticipated Solutions**

*Describe any factors that may negatively impact the project (potential problems) and how these factors might be mitigated to reduce risks (anticipated solutions). Be sure to address any situations that may cause a delay in the project schedule, resulting in activities not being completed in the proposed period of performance.*

| Potential Problems | Anticipated Solutions |
|---|---|
| | |

**Best Practices, Innovations, or Unusual Features**

*In 100 words or less, describe any of these that may apply: (1) How the proposed approach aligns with best practices, standards, or guidelines that will assure high quality results; (2) How the proposed approach is novel or innovative; and/or, (3) Any unusual features of the project,*

*such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvements.*

| |
|---|
| |

## IV. PERFORMANCE METHODS AND CRITERIA

**Quantitative and Qualitative Project Evaluation Methods and Criteria for Success**
*Describe the methods and the criteria that the Recipient will use to evaluate the project's results, outcomes, and deliverables, including how the Recipient will determine the success for each objective and for the overall project.*

| Objectives | Quantitative (Measurable) and Qualitative Evaluation Methods and the Criteria Used to Measure Success |
|---|---|
| Objective 1 | |
| | |
| Objective 2 | |
| | |
| Objective 3 | |
| | |
| Objective 4 | |
| | |
| Objective 5 | |
| | |
| Overall Project | |
| | |

**Information Management**
*Discuss the management of information or data that is developed and/or collected during the project, including a description of how this information or data will be shared and maintained.*

| |
|---|
| |

**Knowledge Transfer**
*Describe how the knowledge gained and/or results achieved through the completion of the project will be shared with others to control or prevent CWD in farmed cervids.*

| |
|---|
| |

## V. EXECUTIVE SUMMARY

A concise executive summary of no more than 500 words is required for all projects.[9] **If the executive summary exceeds 500 words, only the first 500 words will be used.**

**Executive Summary**
*Provide a brief overview of the project, including the specific problem that the project solves, what will be delivered and/or accomplished, and the target audience that will directly benefit from the project's outcomes. Please do not include any general information about CWD or why the control of CWD is important.*

## VI. BUDGET JUSTIFICATION

All costs must be reasonable and necessary to complete the project and budget requests should reflect a good use of existing resources. Information provided in this section must align with the cost guidance outlined in Section B.1 and support the information provided in the project's Financial Plan. **Specific and detailed justification for each budget category is required.**

**Funding Requested**
*For each of the objectives listed in Section II, provide the total amount of funding requested.*

| Objectives | Amount of Funding Requested |
|---|---|
| Objective 1 | |
| Objective 2 | |
| Objective 3 | |
| Objective 4 | |

[9] If the project is funded, recipients can expect that this executive summary will be used in its entirety or in part for media purposes including press releases or program reports, and to provide upper echelons of government with a snapshot of the project.

| | |
|---|---|
| Objective 5 | |
| **Total** | |

**Personnel Funded by the Project**

*Describe all personnel who will be paid by the project for each objective, including the number of people and the number of hours for each position. Include a short description of the title or type of personnel needed and what they will do (purpose or role). If the personnel name is not yet known, list as Technician 1, Trainer 2, or similar. Add rows as needed.*

| Personnel | Role and Justification for Each Position/Person |
|---|---|
| Objective 1 | |
| | |
| | |
| Objective 2 | |
| | |
| | |
| Objective 3 | |
| | |
| | |
| Objective 4 | |
| | |
| | |
| Objective 5 | |
| | |
| | |

**Fringe Benefits**

*Provide the fringe benefit rate and a description of what the rate includes for each of the personnel listed in the table above. Fringe benefits may include health/life insurance, leave, unemployment insurance, workers' compensation, retirement, social security, pensions, etc.*

| Personnel | Rate | Fringe Benefit Description |
|---|---|---|
| Objective 1 | | |
| | | |
| | | |
| Objective 2 | | |
| | | |
| | | |
| Objective 3 | | |
| | | |
| | | |
| Objective 4 | | |
| | | |
| | | |

| Objective 5 | | |
|---|---|---|
| | | |
| | | |

**Travel**

*Describe both local and out of state travel needed to accomplish each objective, including details for each traveler. Identify the objective(s) where the travel is needed and number of trips to achieve the objective(s). If a traveler name is not yet known, list as Person 1, Trainer 2, or similar. For local travel (no overnight stay), indicate "0" for number of nights of lodging. For means of travel, describe transportation type (air, GOV for government owned vehicle, etc.). Add rows as needed.*

| Traveler Name, Title | Trip Purpose, Justification, and Objectives Where Travel Is Needed | # Trips | # Nights Lodging (per trip) | Starting Location and Destination | Means |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Equipment**

*Describe the type, purpose, and quantity of equipment having a per unit value greater than $5,000 needed to accomplish the project. Identify the objective(s) where the equipment will be used. Recipient procurements must be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable. Add rows as needed.*

| Type of Equipment to be Purchased | Purpose, Justification, and Objectives Where Equipment Will Be Used | Quantity and Value |
|---|---|---|
| | | |
| | | |
| | | |

*Describe how will each type of equipment be disposed of or utilized after the period of performance.*

| |
|---|
| |

**Supplies**

*Describe the type, purpose, and quantity of consumable supplies needed to accomplish the project. Identify the objective(s) where the supplies will be used. Recipient procurements must be in accordance with 2 CFR Part 200.317 or 2 CFR Part 200.318, as applicable. Describe how any unused supplies totaling more than $5,000 will be disposed at the end of the project. Add rows as needed.*

| Type of Supplies to be Purchased | Purpose, Justification, and Objectives Where Supplies Will Be Used | Quantity and Value |
|---|---|---|

| | | |
|---|---|---|
| | | |
| | | |
| | | |

*Describe how unused supplies totaling more than $5,000 would be disposed of or utilized after the period of performance.*

| |
|---|
| |

**Contracts/Sub-Agreements**

*Describe contracts and/or sub-agreements to be awarded by the recipient to accomplish the project, including specific details about what the contract or sub-agreement will provide to the project. Include the objective(s) where the contract and/or sub-agreement is needed. Add rows as needed.*

| Name of Contractor/Contributor | Purpose, Justification, and Objective(s) Where the Contract or Sub-Agreement Will Contribute |
|---|---|
| | |
| | |
| | |

**Other Costs**

*Describe and provide justification for all other costs listed in the Financial Plan. Add rows as needed.*

| Type of Other Cost | Purpose, Justification, and Objective(s) Where the Other Costs Apply |
|---|---|
| | |
| | |
| | |

**In-Kind Contributions to the Project**

*Describe in-kind contributions that the submitting organization will provide to each objective. Type of contribution may include personnel, facilities, equipment, event space, travel, and other items that will assist in completing the project outcomes or deliverables. Add rows as needed.*

| Contributor Name | Type of Contribution | Description of the Contribution and Applicable Objectives | Quantity |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## VII. SUPPLEMENTAL INFORMATION

**References**

*Provide references to support the proposed method/approach using either current scientific knowledge in the case of CWD research proposals or relevant past experience in the case of CWD management proposals, as applicable.*

| |
|---|
| |

**Supporting Documents**

*List any supporting documents (e.g., articles, reports, testimonies from concerned interests other than the applicant, preliminary data from other ongoing or planned studies, letters of collaboration) supporting the need for the project. When referring to specific documents from this list in the proposal Work Plan, applicants may refer to documents from this list using a numbered format. Upload these documents separately from the proposal Work Plan.*

| List of Supporting Documents |
|---|
| |
| |

# APPENDIX 4: FARMED CERVID PROPOSAL FINANCIAL PLAN TEMPLATE

## Farmed Cervid Chronic Wasting Disease Management and Research Activities 2022 Proposal Financial Plan Template

### Instructions

The information requested in this template is required in all proposal Financial Plans.

Applicants must submit a detailed Financial Plan that clearly identifies the costs associated with the proposed activities for each objective listed in the Work Plan and include all of the information outlined in the Farmed Cervid Proposal Financial Plan Template. Financial Plans must match and provide additional details on the information provided in the required SF-424A submitted through ezFedGrants.

Allowable uses of cooperative agreement funds include, but are not limited to, activities, equipment, supplies, and services needed to complete approved program activities that support the funding priorities and considerations as described in Section B.1. Funds are intended to complement and build upon activities associated with other APHIS cooperative programs or grants geared toward controlling or preventing CWD in farmed cervids.

Allowable costs must be reasonable, allocable, and necessary to the project. Office of Management and Budget cost principles (2 CFR Subpart E) must be used to determine whether a cost can be charged to the project and, if so, the extent to which it can be charged.

When identifying the resources needed, the applicant must be compliant with Federal and State policy, the cost guidance in Section B.1, and should include the following details:

1. *Personnel:* APHIS will allow costs for salary and wages for personnel who are essential to complete the activities in the Work Plan. The total compensation per individual employees must be reasonable for the work performed, conform to the established policy of the organization, and be consistently applied to Government and nongovernmental activities. Applicants must:
    - List personnel needs to accomplish the project and include their titles, number of hours, hourly rate (or percentage of effort), and the total number needed for each employee classification.
    - Identify if employees are full-time, temporary, or part-time workers.
    - Explain how the employee compensation was calculated.
    - Identify any compensation increases projected during the award period.
2. *Fringe Benefits*: List the fringe benefit rate and a description of what the rate includes. Fringe benefits may include health and life insurance, unemployment insurance, workers' compensation, leave, retirement, social security, pensions, etc.

3. *Travel:* Funds may be requested for field work, training, attendance at meetings and conferences, and other travel costs associated with the proposed work. Recipients should follow their State's written travel policies when calculating travel costs. If there is no State travel policy, Federal per diem rates should be used in the calculation of travel costs. Federal per diem rates can be found on the General Services Administration website. Reference 2 CFR Part 200.475.
    - Local travel: Identify any local travel to daily work sites as outlined in your proposed activities. Indicate by position type who will be traveling, total projected mileage, and rate per mile. Indicate the number of trips per day/week/month, as appropriate.
    - Out of State travel: Provide the number of travelers, cost of transportation, lodging, subsistence and related items, number of days, rate per day, and the total related to out of state travel. If out of state travel is necessary to attend a meeting/training, include the event title and destination. Registration fees should be included in the "Other" cost category.
    - International travel: Not authorized on this Funding Opportunity Announcement.
4. *Equipment:* The Federal definition of equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per unit value of $5,000 or more, unless the applicant's definition of equipment is more restrictive. Provide a description of the equipment to be purchased or leased, including unit cost, and total purchase or leasing costs. Ensure the purpose of each equipment item and how it will benefit or be used for the project has been provided in the proposed activities.
5. *Supplies:* Provide a general description of the supplies required to perform the proposed activities. Identify quantities required and per unit costs.
6. *Contractual:* Describe any contract that the applicant may enter into to complete the proposed activities, identifying what goods or services are being purchased for which activity and from where.

    Provide the contractor or sub-awardee cost breakdown of amounts in a separate budget for all applicable cost categories and totals, if available. However, the contractor or sub-awardee breakdown is not to be used to develop the applicant's breakdown; the contractor or sub-awardee total costs will be classified as contractual in the applicant's budget. Any application with a proposed subaward over $10,000 should complete an individual Financial Plan as a part of the proposal package.

    If testing is done as a subcontract, identify which approved laboratories will be conducting diagnostic testing, detail the type of test, number of tests, and cost per test/sample. All billing for laboratory costs shall be done on a cost-per-test basis (e.g. 500 samples at $10.00 equals $5,000). Do not include any costs which are covered by other laboratory funding sources such as NAHLN or NIFA funding.
7. *Other:* Identify any direct costs which were not itemized elsewhere, such as conference registration fees, communications, printing, publication charges, computer time or usage, applicant laboratory testing, etc.

If testing is done in an applicant's laboratory, detail the type of test, number of tests, and cost per test/sample. All billing for laboratory costs shall be done on a cost-per-test basis (e.g. 500 samples at $10.00 equals $5,000). Do not include any costs which are covered by other laboratory funding sources such as NAHLN or NIFA funding.

8. *Indirect Costs and Recipient Cost Share:* Include the Indirect Cost rate and the applicable base, as necessary. This should be consistent with the Negotiated Indirect Cost Rate Agreement. A lower rate than what is listed on the Negotiated Indirect Cost Rate Agreement may be claimed; a higher rate may not.
9. *Recipient Share:* List the Recipient share by cost category throughout the Financial Plan, as applicable.

## Template

**DETAILED FINANICAL PLAN TEMPLATE**

**Farmed Cervid Chronic Wasting Disease Management and Response Activities 2022**

This Financial Plan must match the SF-424-A, Section B – Budget Categories. Funding requested under the budget categories must be described in detail within the narrative. If budget modifications are approved applicants must submit a revised budget template with their final report.

| | |
|---|---|
| **Project Title:** | |
| **Recipient Name:** | |
| **Time Period:** | *(to be added post award)* |

| Cost Category | Item Description | Quantity | Recipient Share | APHIS Share | Total Budget |
|---|---|---|---|---|---|
| Personnel | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Personnel Subtotal | | $0 | $0 | $0 |
| Fringe Benefits | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Fringe Subtotal | | $0 | $0 | $0 |
| Travel | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Travel Subtotal | | $0 | $0 | $0 |
| Equipment | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Equipment Subtotal | | $0 | $0 | $0 |
| Supplies | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Supplies Subtotal | | $0 | $0 | $0 |
| Contractual | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Contractual Subtotal | | $0 | $0 | $0 |
| Other Costs | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | | | | | $0 |
| | Other Subtotal | | $0 | $0 | $0 |
| Totals | Total Direct Costs | | $0 | $0 | $0 |
| | Indirect Costs (% of Total Direct) | 10% | | $0 | $0 |
| | Total Project Costs | | $0 | $0 | $0 |