National Animal Disease Preparedness and Response Program
Fiscal Year 2024
Cooperative/Interagency Agreements

Fiscal Year 2024 Funding Opportunity Announcement
Funding Opportunity Number: USDA-APHIS-10025-VSSP0000-24-0001
Publication Date: July 27, 2023
Application Due Date: October 20, 2023, 11:59 PM Hawaii Standard Time

Funding Opportunity: National Animal Disease Preparedness and Response Program Fiscal Year 2024

The United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) Veterinary Services (VS) is announcing the availability of cooperative/interagency agreement funding to carry out the National Animal Disease Preparedness and Response Program (NADPRP) as described in Section 12101 of the Agriculture Improvement Act of 2018 (aka "2018 Farm Bill"). Through the NADPRP program, APHIS provides funds to support high-value projects that will help prevent the introduction and spread of foreign and emerging animal diseases that threaten U.S. agriculture. Each year, APHIS makes funding available to support projects in priority areas of animal disease preparedness and response that are identified through consultation with eligible entities and stakeholders. Additional details about the program and this funding opportunity, including additional information for applicants, are available on the USDA APHIS NADPRP website.

SYNOPSIS

Funding Opportunity Title: National Animal Disease Preparedness and Response Program (NADPRP) Fiscal Year 2024

Funding Opportunity Number: USDA-APHIS-10025-VSSP0000-24-0001

Funding Type: Cooperative/Interagency Agreements

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

Application Due Date: Applications must be received by October 20, 2023, 11:59 PM Hawaii Standard Time. Applications received after this deadline will not be considered for funding.

Funding Opportunity Description: The U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) is announcing the availability of up to $17,000,000 in funds in the National Animal Disease Preparedness and Response Program (NADPRP) to support projects in the priority topics listed below.

1. Develop, enhance, and exercise State and Tribal animal disease outbreak emergency response plans.
2. Support livestock[1] and poultry biosecurity measures and programs.
3. Enhance capability and capacity for depopulation, carcass disposal, and decontamination in a disease outbreak.
4. Support animal movement decisions in a disease outbreak.
5. Enhance animal disease traceability during a disease outbreak.
6. Support outreach & education on animal disease prevention, preparedness, and response.
7. Develop and deliver training & exercises for animal agriculture sector responders.
8. Advance the development of sheep and goat vaccines.
9. Enhance aquatic animal disease preparedness and response.

[1] The NADPRP uses the Animal Health Protection Act definition of Livestock, which is "all farm-raised animals" (Animal Health Protection Act, 7 USC Ch. 109); this includes poultry, equines, farm-raised aquatic animals, and other traditional and non-traditional farm-raised animals.

Eligible Applicants:

1. State departments of agriculture
2. Offices of the chief animal health official of a State
3. Land-Grant Universities and other entities eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971(f)(1)(C))). This includes entities eligible for the National Institute of Food and Agriculture Federal Assistance Programs.
4. Colleges of veterinary medicine, including a veterinary emergency team at such college
5. State or national livestock, poultry, or aquaculture producer organizations with direct and significant economic interest in livestock, poultry, or aquaculture production
6. State emergency agencies
7. State, national, allied, or regional veterinary organizations or specialty boards recognized by the American Veterinary Medical Association
8. Indian Tribes
9. Federal agencies.

Cost Sharing: Not required.

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FULL ANNOUNCEMENT

A. PROGRAM DESCRIPTION

Awarding Agency Name: United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS)

Funding Opportunity Title: National Animal Disease Preparedness and Response Program (NADPRP) Fiscal Year 2024

Announcement Type: Initial Announcement

Catalog of Federal Domestic Assistance Number: 10.025

Key Dates: Applications must be received through ezFedGrants (eFG) by October 20, 2023, 11:59 PM Hawaii Standard Time. Applications received after this deadline will not be considered for funding.

The agreement performance period is estimated to begin between May 1 – June 30, 2024 and end no later than 24 months after the start date.

Applicants can find the funding opportunity information on the ezFedGrants website and the Grants.gov website by searching CFDA number 10.025 or Funding Opportunity Number USDA-APHIS-10025-VSSP0000-24-0001. Information is also available on the USDA APHIS NADPRP website.

Non-federal applicants must submit all application materials electronically using the ezFedGrants system. Federal applicants should refer to Section D.4 for application submission information.

A.1 FUNDING OPPORTUNITY DESCRIPTION

This funding opportunity is provided to carry out the NADPRP as described in Section 12101 of the Agriculture Improvement Act of 2018 (aka "2018 Farm Bill"). Through the NADPRP program, APHIS provides funds to support high-value projects that will help prevent the introduction and spread of foreign and emerging animal diseases that threaten U.S. agriculture. Each year, APHIS makes funding available to support projects in animal disease preparedness and response priority topic areas that are identified through consultation with eligible entities and stakeholders. Additional details about the program are available on the USDA APHIS NADPRP website.

APHIS will make available up to $17,000,000 in funds to support NADPRP projects in FY 2024. In this funding opportunity, the NADPRP is seeking proposals for projects that address the funding priority topics described in Section A.2 and funds will be awarded to eligible entities described in Section C.

A.2 FY2024 FUNDING PRIORITIES

APHIS will consider project proposals that clearly and directly support one of the animal disease preparedness and response topics described below.

Projects that clearly and directly support the animal disease preparedness and response topics below will be considered. **Appendix 1 includes important details about each topic and specific priorities within each topic.**

1. Develop, enhance, and exercise State and Tribal animal disease outbreak emergency response plans.

2. Support livestock and poultry biosecurity measures and programs.
3. Enhance capability and capacity for depopulation, carcass disposal, and decontamination in a disease outbreak.
4. Support animal movement decisions in a disease outbreak.
5. Enhance animal disease traceability during a disease outbreak.
6. Support outreach & education on animal disease prevention, preparedness, and response.
7. Develop and deliver training & exercises for animal agriculture sector responders.
8. Advance the development of sheep and goat vaccines.
9. Enhance aquatic animal disease preparedness and response.

NADPRP uses the Animal Health Protection Act definition of Livestock, which is "all farm-raised animals" (Animal Health Protection Act, 7 USC Ch. 109); this includes poultry, equines, farm-raised aquatic animals, and other traditional and non-traditional farm-raised animals.

Regardless of the topic, APHIS will prioritize funding to proposals that:

- Focus on preparedness and response for emerging and foreign animal disease outbreaks.
- Address significant gaps, problems, and areas of concern related to prevention, preparedness, and response for foreign animal disease (FAD) and emerging animal disease outbreaks, including concerns identified through animal disease response events or exercises .
- Help States, Tribes, industry groups, and other stakeholders address corrective actions identified through animal disease response events or exercises.
- Build on scientifically based innovation, existing tools/techniques, and findings from projects previously funded by NADPRP.
- Provide benefit to as many sectors of the livestock industry as possible and address the needs of different livestock operation sizes, even if the specific project targets a specific species.
- Address animal disease preparedness and response concerns and needs of high-risk, underserved, non-traditional, niche, or hard-to-reach audiences.

A.3 ALIGNMENT WITH USDA APHIS GOALS

This funding opportunity supports APHIS Veterinary Services' (VS) mission to protect animal health as well as USDA APHIS Strategic Plan Goal 1: Protect agriculture from plant and animal diseases and pests, Objective 3: Ensure effective emergency preparedness and response.

A.4 LEGISLATIVE AUTHORITY

The NADPRP program is authorized under Section 12101 of the 2018 Farm Bill.

B. FEDERAL AWARD INFORMATION

Total Amount to be Awarded: APHIS will make available up to $17,000,000 in funds to support projects that address the funding priorities described in Section A.2. There is no commitment by USDA to fund any application or to make any federal award as a result of this announcement.

Type of Assistance Instrument: Most awards will be funded via cooperative agreements; interagency agreements will be used if the recipient is a federal agency. Cooperative agreements include substantial involvement by APHIS to assist in the completion of the goals and objectives of the work.

Anticipated Awards: APHIS anticipates that most agreements awarded will not exceed $500,000. The average NADPRP award is about $220,000.

Anticipated Award Start Date: APHIS anticipates that work covered under these agreements will start between May 1 and June 30, 2024 but flexibility may be allowed to accommodate specific project needs.

Period of Performance: Projects must be completed within 24 months. The period of performance will depend on the nature of the work; one to two years from date of award is typical. Funding will not be allowed, nor activities approved to occur, either before or after the designated period of performance. A pre-award must be established if activities need to occur before the period of performance.

Competitive Process: Funds will be awarded to the highest quality proposals through a competitive review and award process. The proposal review process is described in Section E. The number of awards is contingent on the submission of a sufficient number of meritorious applications. Final funding decisions are at the discretion of USDA.

Based on reviewer recommendations, APHIS may award less than the requested amount of funds for a project. In these cases, applicants may accept or decline the award that is offered. If applicants accept a reduced funding level, applicants will submit a revised application that addresses reviewer concerns and aligns with the award amount. APHIS will provide additional guidance to applicants in these situations.

B.1 COST GUIDANCE

All APHIS awards are subject to the terms and conditions, cost principles, allowable and unallowable costs, direct and indirect costs, cost share and matching, and other considerations as described and defined in:

- NADPRP Guidelines for Use of Funds for APHIS Veterinary Services Farm Bill Cooperative Agreements. This document includes information on how to calculate indirect costs for NADPRP Awards, and
- 2 CFR Subpart E, Cost Principles – General Provisions for Selected Items of Cost.

All applicants must submit a detailed Financial Plan that adheres to the documents referenced above.

C. ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

NADPRP eligible applicants are:

1. State departments of agriculture
2. Offices of the chief animal health official of a State
3. Land-Grant Universities and other entities eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971(f)(1)(C))). This includes entities eligible for the National Institute of Food and Agriculture Federal Assistance Programs.
4. Colleges of veterinary medicine, including a veterinary emergency team at such college
5. State or national livestock, poultry, or aquaculture producer organizations with direct and significant economic interest in livestock, poultry, or aquaculture production
6. State emergency agencies
7. State, national, allied, or regional veterinary organizations or specialty boards recognized by the American Veterinary Medical Association
8. Indian Tribes
9. Federal agencies

C.2 COST SHARING

Cost sharing, matching, or cost participation is not required for NADPRP projects. If an applicant includes contributions as part of a cost share in their budget proposal and it is accepted by APHIS, the commitment

of funds becomes legally binding, must be reported on the SF-425, and is subject to audit. Additional information about cost sharing is available in the NADPRP Guidelines for Use of Funds for APHIS Veterinary Services Farm Bill Cooperative Agreements.

C.3 THRESHOLD ELIGIBILITY CRITERIA

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

1. Proposals must be submitted by eligible entities.
2. Proposals must address the funding priorities listed in Section A and described in detail in Appendix 1.
3. All required documents and forms listed in Section D.2 must (a) be included in the application package, and (b) comply with the submission instructions described in Section D of this announcement. Application packages with missing or incomplete documents or forms will not be considered for review.
4. Proposals, including all associated documents and forms, must be received on or before the proposal submission deadline. Proposals received after the submission deadline will not be considered.

D. APPLICATION AND SUBMISSION INFORMATION

We strongly urge applicants to complete the following activities as soon as possible: (1) Register and maintain an active System for Awards Management (SAM) account, (2) create a USDA eAuthentication Account, and (3) establish an ezFedGrants (eFG) account. Instructions for these steps are available in Appendix 2 and on NADPRP's Here's How to Get Ready Now web page.

Applicants may submit more than one project proposal. Applicants who submit more than one proposal must submit each proposal as a separate application package.

D.1 OBTAINING AN APPLICATION PACKAGE

Applicants can find all application materials on the ezFedGrants (eFG) website or the Grants.gov website by searching CFDA number **10.025** or Funding Opportunity Number **USDA-APHIS-10025-VSSP0000-24-0001**. Application materials and additional information is also available on the USDA APHIS NADPRP website.

D.2 CONTENT AND FORM OF THE APPLICATION PACKAGE

For **Non-Federal applicants**, the application package must include the documents listed below. Note that application documents must be in PDF format before they can be uploaded in eFG. The total size of all PDF attachments cannot exceed 20mb.

- ☐ Project proposal WORK PLAN. *See below.*
- ☐ Project proposal FINANCIAL PLAN. *See below.*
- ☐ SF-424, "Application for Federal Assistance".
- ☐ SF-424A, "Budget Information – Non-Construction Programs".
- ☐ Certification Regarding Lobbying. Required if the Federal Assistance portion of the project's financial plan / budget is greater than $100,000.
- ☐ SF-LLL "Disclosure of Lobbying Activities". Required if the Federal Assistance portion of the project's financial plan / budget is greater than $100,000.

- ☐ A signed copy of the current Negotiated Indirect Cost Rate Agreement (NICRA) must be attached to the Application in ezFedGrants if indirect costs are assessed (2 CFR Part 200.19).
- ☐ If applicable, States that are required to comply with Executive Order 12372, Intergovernmental Review of Federal Programs, will need to include a waiver or approval response letter from the State's Single Point of Contact (SPOC). Check the Intergovernmental Review (SPOC List) (usda.gov) for the most current list of required States for APHIS CFDA 10.025.

For f**ederal applicants**, the application package must include:

- ☐ Project proposal WORK PLAN. *See below.*
- ☐ Project proposal FINANCIAL PLAN. *See below.*

Applicants should refer to Appendix 3: Tips for Applicants when preparing a proposal package for submission. Any proposal with missing or significantly incomplete documents or forms will result in a rejected application.

Project Proposal Work Plan

Applicants must submit a project proposal Work Plan that provides details on all aspects of the project. The NADPRP Project Work Plan Template is available on the USDA APHIS NADPRP website. Applicants are strongly encouraged to use this template. Applicants who do not use the template must include all information requested in the template in their Work Plan. Work Plans should not exceed 25 pages and must be submitted in PDF format. Refer to Appendix 3 for helpful information about the Work Plan.

Project Proposal Financial Plan

Applicants must submit a project proposal Financial Plan that includes details about the project budget. When preparing a Financial Plan, applicants must comply with the guidance and funding restrictions described in Section B.1. The NADPRP Project Financial Plan Template and an example are available on the USDA APHIS NADPRP website. Applicants are strongly encouraged to use this template. Applicants who do not use the template must include all information requested in the template in their Financial Plan. Financial Plans must be submitted in PDF format. Information in the Financial Plan must match the funding and budget information in the SF-424, SF-424A, and Work Plan. Refer to Appendix 3 for helpful information about the Financial Plan.

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

System for Award Management (SAM)

All applicants (except federal agencies) are required to register in the System for Award Management (SAM) prior to submitting an application and continue to maintain an active SAM registration with current information throughout the award period of performance (2 CFR §200.205). To register, go to the SAM website. **When creating a SAM account, it may take up to two weeks before the account appears in federal systems. Applicants who are not already registered in SAM are encouraged to complete this task as soon as possible.**

Additional instructions for SAM registration are available in Appendix 2 and on NADPRP's Here's How to Get Ready Now web page.

D.4 SUBMISSION DATES AND TIMES

The closing date and time for receipt of proposal submissions is October 20, 2023, 11:59 PM Hawaii Standard Time. Proposals received after the submission deadline will not be considered.

Non-Federal applicants must submit all application materials electronically using ezFedGrants. We urge applicants to submit their application early.

- **To submit an application in ezFedGrants, applicants must have a USDA eAuthentication Account and an ezFedGrants Account.** Applicants who do not already have these are encouraged to create the accounts as soon as possible. Additional instructions on these activities are available in Appendix 2 and on NADPRP's Here's How to Get Ready Now web page.
- eFG will not permit applicants to submit an application package after the deadline of October 20, 2023, 11:59 PM Hawaii Standard Time. Late application packages cannot be accepted.
- Application packages from Non-Federal entities must be submitted electronically through the ezFedGrants system. No emailed or hard copy application packages will be accepted from non-Federal entities.
- Applicants who encounter problems with the eFG application process may contact VS.NADPRP@usda.gov – at least 48 hours before the deadline – for additional assistance with submitting an application package.

Federal applicants must submit all required application materials via email to VS.NADPRP@usda.gov by the deadline listed in this announcement. The electronic date and time stamp from the email system will be used to determine whether federal applications were received before the deadline. Following submission, federal applicants will receive further communication from APHIS regarding requirements and processes for Interagency Agreements.

All applications must be complete and submitted by the deadline without exception.

D.5 INTERGOVERNMENTAL REVIEW

The Intergovernmental Review Process (CFDA/Assistance Listing 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 applicable States. Names and addresses of States' Single Point of Contact (SPOC) are listed in the Intergovernmental Review (SPOC List) (usda.gov).

D.6 FUNDING RESTRICTIONS

Funding restrictions, including unallowable costs, indirect cost cap, and cost restrictions, are provided in the NADPRP Guidelines for Use of Funds and described in 2 CFR Subpart E, Cost Principles – General Provisions for Selected Items of Cost.

D.7 OTHER SUBMISSION REQUIREMENTS

- Letters of support are not required but may be included. Letters of support from State / Tribal animal health officials or livestock producer organizations are helpful for some types of projects. If included, letters of support should be uploaded in PDF format as attachments in the ezFedGrants system. **Applicants should not request letters of support from APHIS VS employees**; NADPRP will solicit input from APHIS VS experts during the review process.
- Curriculum vitae (CV's) are not required. We encourage applicants to **briefly** describe the relevant professional experience of the project leader(s) in the Work Plan instead of attaching CV's.
- Applicants may not use resources provided by the USDA APHIS National Veterinary Stockpile to complete their projects.
- Applicants must describe support needed from APHIS Veterinary Services personnel to accomplish their project. This includes participation by APHIS personnel in events associated with the project (e.g., workshops, planning meetings) or services to be provided by VS subject matter experts (e.g.,

data, information, analyses) to complete the project. This does not include support from the VS Program Manager to oversee and advise on the project.

- Applicants experiencing technical difficulties should contact VS.NADPRP@usda.gov before the application deadline. APHIS complies with Section 508 of the Rehabilitation Act of 1973.

E. APPLICATION REVIEW INFORMATION

The USDA is responsible for approving NADPRP funded projects. This is a competitive funding opportunity. Applications that meet the threshold eligibility criteria in Section C will compete for available funds with all other eligible applications submitted in response to this funding opportunity announcement.

E.1 EVALUATION CRITERIA

Evaluation Criteria

Proposals will be evaluated based on the criteria listed below. Applicants should explicitly address these criteria in their project Work Plan.

1. Clear, strong, and direct alignment with one or more of the priority topics described in Appendix 1 the funding opportunity announcement.
2. Extent to which the project addresses one or more critical current needs directly related to a funding priority topic or addresses an important gap in knowledge or capabilities directly related to a funding priority topic.
3. Feasibility of success demonstrated by a well-organized plan of action, a technically sound approach, a reasonable timeline to complete activities, consideration of key partnerships and collaborations needed for project success, and skills and experience of the applicants.
4. Extent to which the project outcomes and deliverables are likely to have significant impact and value to stakeholders. This may include the extent to which the project's deliverables and outcomes may be extendable or applicable to other States, Tribes, groups, or stakeholders.
5. Costs effectiveness, including whether all project costs are reasonable and necessary to produce expected outcomes and whether the project makes good use of existing resources.

E.2 SELECTION AND REVIEW PROCESS

Eligible proposals will be evaluated by a team of subject matter experts nominated by APHIS VS and by the NADPRP Consultation Board. To avoid potential conflicts of interest, reviewers may have no association with projects they are reviewing. In the event of a real or perceived conflict of interest, a reviewer shall recuse themselves as appropriate. The review team may seek counsel from additional subject-matter experts as appropriate. USDA will consider the review team's recommendations in making final funding determinations.

In addition to the evaluation criteria described in Section E.1, the review team and USDA may consider the dispersion of projects across geographic areas, animal industry sectors, and critical aspects of the funding priorities described in Section A. The 2018 Farm Bill specifies that USDA may give priority to applications submitted by:

(A) A State department of agriculture or an office of the chief animal health official of a State; or
(B) An eligible entity that will carry out program activities in a State or region in which-
  (i) An animal pest or disease is a federal concern; or
  (ii) The Secretary determines a potential exists for the spread of an animal pest or disease after taking into consideration
    (I) The agricultural industries in the State or region.

(II) Factors contributing to animal pests or diseases in the State or region, such as the climate, natural resources, and geography of, and native and exotic wildlife species and other disease vectors in, the State or region; and the movement of animals in the State or region.

During the application review process, APHIS will conduct a risk assessment for applicants. Applicants will be verified in 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. APHIS may not issue federal award to an applicant until the applicant has complied with all applicable unique entity identifiers and SAM requirements. If an applicant has not fully complied with the requirements, APHIS may determine that the applicant is not eligible to receive a federal award.

When anticipated total federal share exceeds the simplified acquisition threshold, APHIS is required to review and consider information about the applicant included in the designated integrity and performance system accessible through SAM. An applicant, if desired, may review and comment on any information about their organization previously entered and currently in the system. When completing the risk assessment, APHIS will consider applicant comments in addition to other information in the designated integrity and performance system to assess applicant's integrity, business ethics, and record of performance under federal awards.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

APHIS will administer the agreements and collaborate with project recipients to provide advice, receive and review project documents, offer comments and suggestions, track project performance, and communicate with recipients 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 VS staff to assess and evaluate progress.

F.1 AWARD NOTICES

All applicants will be notified by email after the list of awarded projects is approved by the Secretary of Agriculture and announced by USDA. Awards will be executed as soon as possible after the awarded projects are announced. Pre-awards may be requested if there is urgency to begin work before the award can be executed.

Applicants selected for funding will receive instruction on next steps to process a Notice of Award (NOA) via ezFedGrants. The Notice of Award will provide pertinent instructions and information including but not limited to the information described in 2 CFR § 200.210 and a reference to the APHIS General Terms and Conditions.

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Successful applicants must comply with the requirements contained in the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Successful applicants also must comply with the APHIS General Terms and Conditions, the approved project Work Plan, and the approved project Financial Plan.

F.3 REPORTING

The Recipient's Project Coordinator shall provide quarterly program reports to the VS Program Manager through the ezFedGrants system and in compliance with the APHIS General Terms and Conditions. Quarterly performance and financial reports are required and must be submitted in ezFedGrants. The reports will be used to verify compliance with provisions of the Cooperative Agreement.

F. 4 PROJECT EVALUATION

The Recipient's performance will be evaluated through the review of quarterly performance and financial reports, as well as periodic discussions of project progress with the VS Program Manager. Performance is evaluated based on the following criteria to determine if the Recipient met the project standards included in the proposal Work and Financial Plans and if expected results and benefits were achieved:

1. Adherence to the project objectives.
2. Adherence to project schedule.
3. Adherence to project budget.
4. Delivery of results that meet the agreement performance standards and achieve stated outcomes.

G. FEDERAL AWARDING AGENCY CONTACTS

For questions about the NADPRP program and about this funding opportunity, required documents, or the ezFedGrants application process, please contact VS.NADPRP@usda.gov. You may also contact the following APHIS VS program staff: Julie Wallin, NADPRP Program Coordinator, julie.e.wallin@usda.gov, 970-494-7258.

H. OTHER INFORMATION

The 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.

NADPRP funding is directed towards all livestock species. The NADPRP uses the Animal Health Protection Act definition of Livestock, which is "all farm-raised animals" (Animal Health Protection Act, 7 USC Ch. 109); this includes poultry, equines, farm-raised aquatic animals, and other traditional and non-traditional farm-raised animals.

H.1 DEFINITIONS

This announcement uses definitions as described in Section 8302 of the Animal Health Protection Act. Per the Animal Health Protection Act 7 (USC Ch. 109), the term "livestock" includes "all farm-raised animals" and includes poultry, equines, farm-raised aquatic animals, and other traditional and non-traditional farm-raised animals.

APPENDIX 1. FY 2024 NADPRP FUNDING PRIORITY TOPICS

APHIS will consider project proposals that clearly and directly support one of the animal disease preparedness and response topics described below.

The NADPRP uses the Animal Health Protection Act definition of Livestock, which is "all farm-raised animals" (Animal Health Protection Act, 7 USC Ch. 109); this includes poultry, equines, farm-raised aquatic animals, and other traditional and non-traditional farm-raised animals.

Overview

Projects within the following topics will be considered:

1. Develop, enhance, and exercise State and Tribal animal disease outbreak emergency response plans.
2. Support livestock and poultry biosecurity measures and programs.
3. Enhance capability and capacity for depopulation, carcass disposal, and decontamination in a disease outbreak.
4. Support animal movement decisions in a disease outbreak.
5. Enhance animal disease traceability during a disease outbreak.
6. Support outreach & education on animal disease prevention, preparedness, and response.
7. Develop and deliver training & exercises for animal agriculture sector responders.
8. Advance the development of sheep and goat vaccines.
9. Enhance aquatic animal disease preparedness and response.

Regardless of topic, APHIS will prioritize funding to proposals that:

- Focus on preparedness and response for emerging and foreign animal disease outbreaks.
- Address significant gaps, problems, and areas of concern related to prevention, preparedness, and response for foreign animal disease (FAD) and emerging animal disease outbreaks, including concerns identified through animal disease response events or exercises .
- Help States, Tribes, industry groups, and other stakeholders address corrective actions identified through animal disease response events or exercises.
- Build on scientifically based innovation, existing tools/techniques, and findings from projects previously funded by NADPRP.
- Provide benefit to as many sectors of the livestock industry as possible and address the needs of different livestock operation sizes, even if the specific project targets a specific species.
- Address animal disease preparedness and response concerns and needs of high-risk, underserved, non-traditional, niche, or hard-to-reach audiences.

Priority Topic Details

Topic 1: Develop, enhance, and exercise State and Tribal animal disease outbreak emergency response plans.

APHIS VS will support projects to develop, update, enhance, test, and/or exercise State or Tribal animal disease emergency response plans. Proposals in this area must be submitted by States and/or Tribal animal health regulatory authorities. Other entities may submit proposals in this topic if a letter of endorsement

from State and/or Tribal regulatory authorities is included with the proposal. Animal disease outbreak response plans should be realistic, adaptable to different situations, align with USDA plans and guidelines, and easily coordinated with plans from other States or Tribes.

Examples of proposals that will be considered in this area include, but are not limited, to projects that:

- Develop, update, enhance, test, and exercise regional, State, or Tribal emergency response plans such as
    - Logistics plans & exercises that describe how a State / Tribe will acquire and use National Veterinary Stockpile resources in an animal disease outbreak.
    - Initial livestock and poultry disease containment plans for animal disease outbreaks.
    - Human resources planning for animal disease outbreak events.
    - Communications plans for animal disease outbreaks, including notification processes and plans for sharing information with specific stakeholder groups.
    - Plans for using vaccines to manage an FAD outbreak.
- Develop State or regional plans and best practices for surveillance of foreign and emerging arthropod borne diseases of concern.
- Enhance stakeholder understanding of State or Tribal emergency response plans and the impacts to livestock and poultry owners and other stakeholders when response plans are implemented in an animal disease outbreak.
- Enhance State or Tribal preparedness for an FAD outbreak by improving State/Tribal electronic information management capabilities and skills for using the Emergency Management Response System (EMRS), which is USDA's official system of record for emergency response. Proposals in this area may include improving a State's/Tribe's capability for data management within EMRS and/or between EMRS and the State's/Tribe's IT system. Proposals to improve and enhance State/Tribal processes and skillsets in EMRS, including but not limited to data management of livestock or poultry movements, contact tracing, issuance of emergency permits for movements from Control Areas, maintaining the State/Tribal Premises Registration System database, and information management with third party sources of movement data. NADPRP funds may not be used to purchase or directly support a State's/Tribe's private IT System for animal disease management.
- Enhance planning and coordination among diverse stakeholder groups who may engage in an animal disease outbreak response. This may include traditional and non-traditional participants in animal disease outbreak response, such as federal, State, and Tribal regulatory authorities; livestock producer groups; experts from wildlife, environmental, and public health agencies and extension services; representatives from zoological facilities, demonstration farms, and wildlife rehabilitation centers; law enforcement agencies, and others. Proposals may include regional exercises or workshops on FAD preparedness. Priority will be given to proposals that include exercises or produce materials that participating States or Tribes can use in an outbreak.
- Help States/Tribes analyze strengths and weaknesses of recent animal disease response events to strengthen State response plans, evaluate alternative disease control approaches, and identify ways to reduce the economic impacts of animal disease outbreaks. Projects may focus on assessing and prioritizing corrective actions to prepare for future disease events. Projects may also analyze economic impacts of recent animal disease response events and explore options to control costs in future outbreaks.
- Help States/Tribes implement the USDA African Swine Fever Response Plan, so they are prepared to act with speed and certainty if ASF is detected in the continental US.

Topic 2: Support livestock and poultry biosecurity measures and programs.

APHIS will support projects to enhance biosecurity for all types of livestock and on all types of premises and animal aggregation locations, including but not limited to; livestock markets, harvesting and allied facilities (e.g., packers/ processors), aquaculture facilities, and others. Biosecurity projects may be directed towards livestock owners from all types and sizes of operations including backyard livestock owners, veterinarians and other animal health professionals, extension agents, workers on farms or at other livestock aggregation locations including livestock markets or harvesting and allied facilities, dealers, transporters, and others. APHIS encourages projects that leverage or expand on existing biosecurity educational and training materials that are available online, and projects that involve or are supported by agriculture extension services, industry organizations, offices of State Animal Health Officials, and other trusted sources.

Examples of proposals that will be considered in this area include, but are not limited to, projects that:

- Develop and deliver outreach and education to improve awareness and understanding of biosecurity measures and the importance of biosecurity among all types of audiences as described above.
- Help livestock owners and other audiences develop herd / flock / premises plans to prevent the introduction and spread of animal diseases through biosecurity. Projects may include developing, evaluating, and delivering outreach materials and templates to guide biosecurity plan development, educating audiences about the importance and value of these plans, and increasing accountability in implementing biosecurity plans. Projects may target biosecurity planning for all types of livestock premises and aggregation locations as described above.
- Encourage livestock owners and other key audiences to participate in industry-driven biosecurity programs that focus on improving biosecurity to protect animal health and prevent disease spread. This may include projects that:
    - Socialize and increase participation in biosecurity programs .
    - Develop or enhance biosecurity programs for livestock sectors that do not have adequate plans.
    - Update biosecurity programs with new concepts and technologies as they become available.

  Although NADPRP supports the types of projects listed above, NADPRP funds may not be used to continuously support the implementation of industry-led biosecurity programs.
- Develop, improve, and/or validate innovative and cost-effective biosecurity methods and methods to increase producer implementation of effective biosecurity. Projects in this area may include developing and evaluating methods to exclude wild birds and/or wild bird feces from poultry facilities.
- Develop and validate tools to help producers, farm workers, veterinarians, responders, slaughter / packing plant personnel, and other stakeholders identify gaps in their biosecurity activities and solutions to improve them.
- Develop biosecurity standards that may lead to industry-driven programs to review and certify biosecurity plans and biosecurity implementation and encourage maintaining compliance.
- Evaluate programs aimed at enhancing producer use of biosecurity practices and identify best practices for these programs. This may include economic evaluations of biosecurity investments and their impacts on disease risk.

Topic 3: Enhance capability and capacity for depopulation, carcass disposal, and decontamination in a disease outbreak.

APHIS VS will support projects that will improve capabilities and capacities for depopulation, carcass disposal, and decontamination activities during high consequence animal disease outbreak events. The NADPRP *Guidelines for Use of Funds* describes conditions for the use of NADPRP funds for depopulation projects. Decontamination proposals may address pathogen elimination on premises, trucks, and equipment during animal disease outbreak events.

Examples of proposals that will be considered in this area include, but are not limited to, projects that:

- Develop, update, enhance, test and exercise State, Tribal, or regional plans to implement and coordinate depopulation, carcass disposal, and decontamination activities during a large-scale animal disease outbreak response. Projects may address resource needs such as trained personnel, supplies, equipment, and carbon sources for carcass disposal.
- Train and exercise animal agriculture responders to conduct depopulation, disposal, and decontamination activities for FAD response.
- Develop and / or evaluate practical and effective depopulation methods and tools for all livestock species for FAD outbreak response. Projects may include evaluating methods in varying weather conditions. Priority will be given to proposals that address gaps in livestock sectors where depopulation methods are lacking and /or projects that address new technology. Proposals in this area should address adequate throughput, ease of operation, and human factors engineering (e.g., systems design to mitigate physical and psychological impacts on operators and producers).
- Develop and / or evaluate practical and effective carcass disposal methods and tools for all food animal species for FAD outbreak response. Projects may include evaluating methods in varying weather conditions. Projects may include disposal methods for feed, manure, eggs, and other organic materials as well as carcasses and may evaluate use of composted materials. Priority will be given to proposals that address gaps in carcass disposal capabilities and projects that address new technology.
- Develop and / or evaluate practical and effective methods for decontaminating premises, trucks, trailers, equipment, and related materials such as heat inactivation of trucks or other equipment. Projects may address decontamination on all types of premises and animal aggregation locations. Proposals should consider mobility, affordability, removal of wastewater, reclamation, operator requirements, disinfection capacity, and footprint.

Equipment. Depopulation, carcass disposal, and decontamination (3D) equipment may be included in these proposals. APHIS VS will provide up to $2 million in NADPRP funds to support the purchase of depopulation, carcass disposal, and/or decontamination equipment for proposals that are recommended for funding. NADPRP funding for the purchase of this equipment is limited, and funding decisions will be based on the quality of proposal and extent to which the proposal addresses gaps in U.S. capabilities to quickly provide depopulation, disposal, and decontamination equipment for FAD response.

Application packages that include 3D equipment purchases must address these topics in the Work Plan:

1. Who will use the equipment.
2. Training and exercises to assure personnel are trained to use the equipment, including training frequency.
3. How equipment will be stored and maintained to assure the equipment will remain ready for response.
4. Criteria for using or not using the available equipment.
5. How equipment may be shared with neighboring States or Tribes.

Topic 4: Support animal movement decisions in a disease outbreak.

NADPRP funds may be used for projects that facilitate and support domestic animal movement decisions in animal disease outbreaks. Priority will be given to proposals that include collaborative input from federal, State, and/or Tribal regulatory authorities and industry groups to assure that the project's deliverables and outcomes will be accepted and used during a disease outbreak response.

Examples of proposals that will be considered in this area include, but are not limited to, projects that:

- Develop, enhance, and improve information and processes to support animal and animal product movement decisions in an animal disease outbreak.
- Develop, update, enhance, test and exercise State, Tribal, or regional plans for domestic movement of animals and animal products in an animal disease outbreak, including but not limited to:
    - Processes for permitted animal / animal product movement in a disease outbreak, including intra-state and inter-state movement. E.g., how a permit is requested, generated, approved, and tracked; requirements for permit approval; workflows and approval steps; and roles and responsibilities of participants in these processes.
    - Plans and exercises to implement stop movement orders or other movement restrictions, including processes for animals already in transit or at animal aggregation locations when restrictions to into effect and how to resume animal movement after restrictions are lifted.
- Develop, exercise, and enhance plans for continuity of business for livestock markets during and immediately after a disease outbreak event.
- Improve understanding of animal disease transmission patterns and probabilities for conveyances (trucks, trailers, rail, and others) and people on premises prior to or during an outbreak (veterinarians, crews, processing teams, vaccination teams, depopulation teams, and others). Proposals should identify transmission risks or mitigations to reduce the risk of disease spread associated with these movements. Proposals may leverage past outbreak data for contagious diseases that serve as a reasonable proxy for high consequence FADs such as FMD, ASF, or HPAI.
- Characterize networks of movements of animals, animal products or by-products, vehicles, and workers between different farms and between farms and other locations such as feed mills, slaughter facilities, and other premises types. Proposals should aim to generate aggregate information such as the number and frequency of movements by type of movement and by premises type over time which can be used to parameterize disease models that evaluate disease control options, contact tracing, and resource estimation for emergency preparedness and response planning.
- Conduct proactive risk assessments that systematically evaluate the potential risks and impact of risk mitigation steps of moving a specific product from apparently healthy herds/flocks inside a Control Area during an animal disease emergency. Proposals for proactive risk assessments must address:
    - Possible routes of transmission between different types of herds or flocks, different production states, or different product types which may move off or between farms before or during an outbreak.
    - The sensitivity of detection of infection in the target herd/flock.
    - The impact of mitigation strategies like periods of extreme biosecurity prior to movements - or quarantine on the receiving side - on the probability of infection or transmission.
    - The assignment of a risk rating to the product movement using clearly defined mitigation steps and detection strategies.

Possible high-value assessment products that can include both proactive risk assessments as well as cost benefit analyses for mitigation strategies that reduce risk and may impact the final risk rating for current FAD preparedness and response concerns may include, but are not limited to: :

- Proactive risk assessment for moving ASF, CSF, or FMD-affected sub-clinical or recovered animals to slaughter.
- Proactive risk assessment for movement of animals to a slaughter establishment - or animal products from a slaughter establishment (hides, meat, offal) - in a Control Area for a high-consequence animal disease such as FMD, ASF, CSF, or HPAI.
- Proactive risk assessment for movement of susceptible live animals from a Control Area to a farm and/or to slaughter during an outbreak of ASF, CSF, or FMD.
- Proactive risk assessment for movement of sheep and goat-related animal products such as wool and milk from an FMD Control Area.
- Proactive risk assessment for the movement of animals out of a livestock market to a farm or slaughter establishment at the start of an ASF, CSF, or FMD outbreak.
- Proactive risk assessment for movement of high value genetic and heritage stock and germplasm during an FAD outbreak.

For reference, examples of completed high-quality proactive risk assessments can be found online as part of the Secure Egg Supply.

- Characterize the geographic distribution and size of livestock populations that are not well described and where this information would enhance animal disease outbreak response efforts. Examples include equine operations or other underrepresented sectors. The proposal should target a livestock species that could be affected by an economically important FAD outbreak and should include generation of a population dataset that could be used to support animal movement decisions and in disease spread modelling for emergency response planning.

Topic 5: Enhance animal disease traceability during a disease outbreak.

Animal disease traceability (ADT) is a critical part of national preparedness for an FAD outbreak and aligns with the purpose of the NADPRP. Priority will be given to animal disease traceability proposals that include collaborative input from federal, State, and/or Tribal regulatory authorities and industry groups to assure that the project's deliverables and outcomes will be practical and accepted.

Examples of proposals that will be considered in this area include, but are not limited to, projects that:

- Assess national needs to identify and monitor the movement of FMD-vaccinated (or other FAD-vaccinated) animals during and after an outbreak, including movement through markets and other livestock aggregation locations, retirement of identification tags for the purpose of demonstrating disease freedom, assessing vaccination status of the national herd, and supporting export markets.
- Will improve the accuracy and speed of animal movement data that is shared with State and federal officials during an animal disease outbreak, particularly for animals having moved through a livestock market and other livestock aggregation location. Projects may also address questions and challenges about where data is stored, how/when it is shared, and security of the information.
- Plan, implement, evaluate, enhance, and/or exercise the implementation of electronic data systems and facility management processes to enhance animal disease traceability in an animal disease outbreak. Proposals may address disease traceability capabilities for physical or virtual markets; tracking multiple species; should focus on developing and sharing best practices for livestock markets to capture and store animal ID and associated animal data; leverage the use of electronic animal identification (EID) or electronic submission of other individual or group identification data; and

enhance the market's capability to rapidly share the information with regulatory officials for the purpose of disease tracing when needed. The enhancements ideally would improve the market's capabilities as well as provide rapid access to data required for diseased traces when needed.

EID tag reading equipment and software to integrate and manage associated data may be included in proposals in this topic area. APHIS will provide up to $2 million in NADPRP funds to begin to support the purchase of EID tag reading equipment for high-quality proposals that are selected for funding. NADPRP funding for the EID tag reading equipment is limited, and funding decisions will be based on the quality of the proposals received and extent to which the proposal is likely to enhance traceability in an animal disease outbreak. EID readers must be compatible with either ISO standards 11784 and 11785 for low frequency type Standards.[1]

Application packages that include EID tag reading equipment must address these topics in the Work Plan:

1. How the project will enhance the livestock market's ability to capture, store, access, and share data with State and federal regulatory authorities in an animal disease outbreak.
2. Procedures and guidelines for livestock market staff to correctly collect, handle, store, and use traceability information.
3. Training and/or exercises to assure that livestock market staff are trained to use and maintain equipment and trained to access and share required traceability data with regulatory officials in an animal disease outbreak.

Topic 6: Support outreach & education on animal disease prevention, preparedness, and response.

APHIS VS will support projects that develop and deliver outreach and education on animal disease prevention, early disease detection and reporting, and other animal disease preparedness and response topics. Outreach and education projects may be directed towards a wide range of stakeholders in animal health, including but not limited to producers from all types and sizes of operations including backyard livestock owners; veterinarians and other animal health professionals; extension agents; workers on farms or at livestock aggregation locations including livestock markets or harvesting and allied facilities; dealers; transporters; and others. Priority will be given to outreach and education projects that have been specifically identified as areas of concern by livestock producer organizations and State / Tribal animal health officials. Priority will also be given to projects leverage agriculture extension networks , use innovative delivery methods to entice audiences to engage with the educational materials, and leverage or expand on existing educational and training materials.

Examples of proposals that will be considered in this area include, but are not limited to, projects that target:

- Outreach and education to underserved audiences in areas of animal disease prevention; biosecurity; early disease detection, recognition, and reporting; and raising awareness about roles and responsibilities and what happens in an animal disease outbreak.
- Outreach and education to increase the number of livestock and poultry premises that have premises identification numbers (PINS) or other location identifiers to help identify animal locations in an animal disease outbreak.
- Outreach, education, and/or training to improve detection of arthropod-borne diseases and improve understanding about how to submit arthropod samples for accurate identification and disease diagnosis. Target audiences may include producers, veterinarians and other animal health

[1] uhf-interim-tag-data-standard.pdf (usda.gov)

professionals, extension agents, farm workers and personnel from livestock aggregation locations as described above.

Topic 7: Develop and deliver training & exercises for animal agriculture sector responders.

APHIS will support projects that train and exercise animal disease outbreak responders in any of the critical activities associated with animal disease outbreak response. Projects may address training needs of federal, Tribal, and State personnel; veterinarians and other animal health professionals; livestock owners; extension agents, and others. Exercises should allow participants to practice and strengthen their training and identify areas for improvement and may be discussion-based or operations-based. Training and exercises may focus on instruction areas that include but are not limited to:

- Sample collection and sample submission for diagnostic testing.
- Incident Coordination and Management – National Response Framework (NRF), National Incident Management System (NIMS) Incident Command System (ICS), and Incident Management Teams (IMT). This may include position specific IMT training such as Safety Officers, Case Managers, Site Managers, Biosecurity Officers, and others
- Depopulation, carcass disposal, and decontamination of premises, trucks, trailers, and equipment.
- Biosecurity.
- Communication, including plans for public messaging during animal disease outbreaks, crisis communication skills, and social media.
- Information Management, including training State personnel in using USDA's Emergency Management Response System (EMRS).
- Logistics.
- Health (physical and mental), safety, and security of responders.
- Vaccination procedures.
- Animal handling and restraints.

Additional examples of proposals that will be considered in this area include, projects that:

- Develop materials that will support just-in-time training in the event of an outbreak.
- Develop and deliver training to animal health regulatory officials on the use and integration of mapping tools and services to support emergency planning, outbreak response, and incident coordination.
- Develop and deliver training to animal health regulatory officials on how to conduct surveillance in an FAD outbreak response situation.
- Develop and deliver training in non-traditional areas such as mental health for responders and producers.

Topic 8: Advance the development of sheep and goat vaccines.

APHIS will support projects that will advance the development of cost-effective vaccines for sheep and goat foreign animal diseases and domestic diseases (including parasite-caused disease) that have potential significant economic impact on these industries or diseases that present significant public health concerns such as Q fever. APHIS will provide up to $500,000 to support projects in this area. APHIS will prioritize projects that are likely to result in a commercially available vaccine. For example, partnering with a vaccine manufacturer to do the studies needed for licensure of a vaccine or a prescription vaccine platform for sheep and/or goats.

Topic 9: Enhance aquatic animal disease preparedness and response.

NADPRP funds may be used to support projects that will enhance the capabilities and capacity of States, Tribes, and producers to respond to aquatic animal disease outbreaks. APHIS VS will provide up to $500,000 to support projects focused on aquatic animal disease prevention, preparedness, and response. Priority will be given to proposals that specifically target diseases and pathogens that are significant threats to commercial aquaculture industry sectors in the U.S., including World Organization for Animal Health (WOAH)-listed pathogens and other pathogens of concern.

Projects focused on aquatic animal species may be related to any of the priority topics listed above, including but not limited to projects that:

- Enhance diagnostic testing capabilities for aquatic animal diseases. Projects may include but are not limited to the development and evaluation of rapid point-of-care diagnostic tests, the development and evaluation of diagnostic tests that can simultaneously test for multiple pathogens, and/or projects to improve aquatic animal disease diagnostic testing capability and capacity by pooling tissues or whole animals.

- Focus on improving biosecurity practices in aquaculture facilities and help producers develop, implement, and evaluate biosecurity and risk mitigation plans to prevent the spread of aquatic animal diseases. Proposals may focus on any of the biosecurity areas listed under Topic 2 (above), including training, outreach and education, and the development and evaluation of methods to reduce biosecurity risks in aquaculture facilities. Projects may focus on helping producers identify and quantify risks to inform biosecurity practices. They may also focus on developing, implementing, and engaging producers in industry-led biosecurity programs.
- Develop and deliver outreach and education to improve early detection and reporting for aquatic animal diseases. Training, outreach, and education projects may be directed to veterinarians, aquatic animal health professionals; producers; State, Tribal, or federal regulatory officials; extension agents; personnel who work on aquaculture premises, and others.
- Projects to support aquatic animal movement decisions to prevent the spread of aquatic animal diseases and pathogens. Proposals may focus on the areas described under Topic 4 (above), including but not limited to projects that identify disease transmission risks associated with aquatic animal movement and mitigations to reduce those risks.
- Develop and implement training and exercises to develop and enhance capability and capacity to respond to aquatic animal disease outbreaks. Proposals may address any training and exercises areas listed under Topic 7, including but not limited to euthanasia, disposal, and decontamination for aquatic facilities. Training and exercise projects may be directed towards producers, aquatic animal health professionals, State or federal animal health officials, extension agents, workers on aquaculture premises, and other audiences who are likely to be engaged in an aquatic disease outbreak response.

APPENDIX 2. NEW APPLICANT INFORMATION

Applicant organizations must complete and maintain the following registrations to be eligible to apply for or receive a NADPRP award. **These registrations must all be completed before the application can be submitted. Registration can take 6 weeks or more, so applicants should begin the registration process AS SOON AS POSSIBLE.** Failure to complete registrations in advance of a due date is not a valid reason for a late submission. Take these steps before submitting your application in ezFedGrants. This information is also available on NADPRP's Here's How to Get Ready Now web page.

1. **Register with System for Award Management (SAM):** Organizations who wish to apply for NADPRP funding are required to be registered with SAM. Instructions for registering with SAM are available here: Register With SAM. Please allow at least 10 business days (2 weeks) after you submit your registration for it to become active in SAM plus at least an additional 24 hours for your registration to become available in other government systems such as ezFedGrants. You can register in SAM any time, and **entities interested in applying for NADPRP funding should register now** to avoid any future delays associated with mandatory SAM registration.

   Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the registration process. These are mandatory fields that are required when submitting grant applications. During the SAM registration process, it is mandatory to complete the Financial Assistance Certification Report to receive federal financial assistance.

2. **Create a USDA eAuthentication Account**: All applicants must have a Level 2 USDA eAuthentication Account to submit proposals for NADPRP funding opportunities. USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts for accessing USDA Web applications and services via the Internet. Please note that USDA will only accept eAuthentication Accounts from individuals. Visit https://www.eauth.usda.gov/eauth/b/usda/home to create an account.

   a. For help with **existing** eAuthentication accounts or passwords, you can visit the USDA eAuthentication Website for help. Additional information is also available here: eAuthentication Frequently Asked Questions

3. **Establish an ezFedGrants (eFG) Account**: Applicants must have an active account in the USDA ezFedGrants system to submit their application for NADPRP Funding. The ezFedGrants system requires each applicant to have a minimum of at least one Grants Administrative Officer (GAO) and one Signatory Official (SO). We recommend identifying these individuals prior to submitting proposals to help speed up the application process. For help with the USDA ezFedGrants system, applicants may contact the ezFedGrants help desk at ezFedGrants@cfo.usda.gov.

APPENDIX 3. TIPS FOR APPLICANTS

Best Practices

- Get started early. Do not wait until the day of the application deadline.
- Complete the following registrations **as soon as possible** to avoid delays in submitting your application to ezFedGrants: (1) Register and maintain an active System for Awards Management (SAMs) account, (2) create a USDA eAuthentication Account, and (3) establish an ezFedGrants (eFG) account. Instructions and information to complete these registrations are available in Appendix 2 and on NADPRP's Here's How to Get Ready Now web page.
- Read and follow all application instructions in this FOA.
- Applicants can submit as many proposals as they wish. If you want to submit proposals for more than one project, submit each proposal in a separate application package. This makes it easier for reviewers to score and rank proposals and improves the likelihood of funding.
- Make sure that every item in the Budget and Financial Plan is described with enough information so that reviewers can verify that the cost is reasonable and justifiable.
- Check that the total funding requested and budget details in the Work Plan, Financial Plan, SF-424, and SF-424A are the same. Verify that the total amount of funding requested is the same in all four documents.

ezFedGrants Tips

- When uploading attachments in ezFedGrants, click the "Add Attachments" button.
- ONLY PDF attachments can be added in in ezFedGrants. The total size of all PDF attachments cannot exceed 20mb. PDF attachments cannot not include comments or passwords, and PDF files names cannot include any special characters.

Work Plan Tips

- **Submit the Work Plan in PDF format**.
- Make sure all parts of the Work Plan template are completed.
- Check that the Work Plan does not exceed 25 pages.
- Write the Award Description last, and do not exceed the 350-word limit for the award description.
- Verify that the proposal directly and clearly supports one or more of the funding priority topics listed in Appendix 1.
- A proposal that is well written and easy to follow will be well received by the review panel. Take some time to think out the objectives and the deliverables that will be produced from each objective, the resulting outcomes and impacts. Also logically describe the activities and methods that will be conducted to achieve each objective. Check that the project's objectives are measurable, lead to specific results, and are attainable and realistic. 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.
- Make sure that project schedule described in the Work Plan aligns with the project start / end dates in the SF-424. APHIS anticipates that work covered under these agreements will start between May 1 and June 30, 2024.

- Make sure the point of contact information is correct. We will not be able to reach you if your contact information is incorrect.
- Check your proposal against the review criteria described in Section E.
- Describe in the Work Plan how the project results, findings, and deliverables will be shared with stakeholders. Presentations to stakeholder groups are strongly encouraged.

Financial Plan Tips

- **Submit the Financial Plan in PDF format.**
- Make sure the Financial Plan total budget and total funding level aligns with the values in the SF-424, SF-424A, and the Work Plan.
- Clearly link items in the Financial Plan to the Work Plan objectives.
- Refer to the NADPRP Guidelines for Use of Funds for calculating indirect costs accurately.
- If there are cost sharing/Recipient contributions, remember to list those values in the Financial Plan.
- Use only whole dollar amounts, no cents, for all entries into the Financial Plan.

SF-424 Tips

- Check the SF-424, Box 16 to ensure the congressional district for the Applicant and Project are listed.
- Make sure the proposed project Start and End dates (Box 17) are the same as in the Work Plan. APHIS anticipates that work covered under these agreements will start between May 1 and June 30, 2024. Projects must be completed within 24 months.
- Make sure the total estimated federal funding (Box 18a) aligns with the total funding requested in the Work Plan, Financial Plan, and on the SF-424A (Line 5, column e).
- If your organization has a SPOC requirement, indicate the status on the SF-424, Box 19.
- Ensure that point of contact information is correct. The APHIS NADPRP team may not be able to reach you if your information is incorrect.

SF-424A Tips

- Make sure the total estimated federal funding (Line 5, column e) is the same as the total funding requested in the Work Plan, Financial Plan, and on the SF-424 (Box 18e).