

Emerald Ash Borer Survey Work Plan - Fiscal Year 2015

<b>Cooperator:</b>	<b>Oklahoma Department of Agriculture Food and Forestry</b>		
<b>State:</b>	Oklahoma		
<b>Project:</b>	Emerald Ash Borer		
<b>Project funding source:</b>	Priority Survey <input type="checkbox"/> State Discretionary Survey <input type="checkbox"/> Other Line Item Pest <input checked="" type="checkbox"/>		
<b>Project Coordinator:</b>	<b>Elizabeth Nguyen</b>		
<b>Agreement Number</b>	15-8444-1141-CA		
<b>Contact Information:</b>	<b>Address:</b>	2800 N Lincoln Blvd PO Box 528804 Oklahoma City OK 73152-8804	
	<b>Phone:</b>	<b>405-227-7624</b>	<b>Fax:</b> <b>405-522-4584</b>
	<b>Email Address:</b>	<b>elizabeth.nguyen@ag.ok.gov</b>	

This Work Plan reflects a cooperative relationship between the Oklahoma Department of Agriculture Food and Forestry (the Cooperator) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ). It outlines the mission-related goals, objectives, and anticipated accomplishments as well as the approach for conducting Emerald Ash Borer Survey and the related roles and responsibilities of the parties [e.g., mutual roles, APHIS role(s), Cooperator role(s)] as negotiated.

**I) OBJECTIVES AND NEED FOR ASSISTANCE**

What relevant need or problem within the cooperator’s mission area requires a solution in carrying out a public purpose of support or stimulation authorized by a law of the United States? How does the need or problem align with the mission area and strategic goals of APHIS?

*Financial assistance from APHIS will facilitate the cooperator in carrying out the goals of the Plant and Animal Disease, Pest Control, and Animal care program number 10.025 by “conducting surveys and inspections to detect and appraise infestations, eradication and control activities, and carry out regulatory actions to prevent interstate spread of infestations and disease.” (Catalog of Federal Domestic Assistance)*

*Ash trees are a native species of tree found throughout Oklahoma. The emerald ash borer is an invasive insect present in the United States, with presence reported in Southern Missouri, Kansas, Colorado, and Arkansas. The emerald ash borer larvae feed on the live cambium layer within a tree, which eventually girdles a tree by eliminating the ash tree’s xylem tissue, restricting the flow of water from the roots to the stems and leaves. Healthy ash trees can die within two years of an emerald ash borer infestation. In order to protect the diversity in Oklahoma forests, the Oklahoma Department of Agriculture Food and Forestry requires assistance from the USDA/APHIS.*

## II) RESULTS OR BENEFITS EXPECTED

**The Cooperator seeks to conduct a program which is expected to result in:**

A. What results or benefits will be derived from the cooperative effort? Use of bulleted Statements is acceptable.

- *Early detection of Emerald Ash borer in Oklahoma*
- *Appraisal of positive or negative status of an emerald ash borer infestation*
- *Samples taken of suspect emerald ash borer will be sent to a USDA/APHIS identifier*
- *Data from the survey including observation dates, sample submission dates, GPS locations of traps, and pest status will be recorded into IPHIS*

## III) APPROACH

**What is the plan of action or approach to the work?**

*The Oklahoma Department of Agriculture Food and Forestry will implement field personnel to evaluate sites in counties to be determined using the Forest Health Technology Enterprise Team (FHTET) model and will place traps according to the Emerald Ash Borer Survey Guidelines.*

*Approximately 400 traps will be set before 450 degree days, prior to the time of EAB emergence and removed after 1500 degree days. In the instance that sites chosen by the FHTET model are not adequate or accessible, alternate sites may be chosen at the discretion of field personnel. These sites will include nurseries, state parks, city parks, national forests, conservation areas, campgrounds and other native ash stands. Sites with interstate tourists will be targeted, due to the tendency of out of state campers to bring their own firewood. Outreach material provided by APHIS will be distributed to land owners and managers of all trap locations and other stakeholders.*

*The lure of each trap will be replaced once, eight weeks after it has been installed. During the lure change, the traps will be screened for buprestids and suspect samples will be submitted to APHIS for identification.*

*Installation dates, sample submission dates, trap removal dates, GPS locations, and pest status information will be collected and submitted to IPHIS.*

**A. The Cooperator and APHIS Mutually Agree to/that:**

- 1. The Cooperator will evaluate EAB sites using the Forest Health Technology Enterprise Team (FHTET) model and will place traps according to the Emerald Ash Borer Survey Guidelines and service them 3 times*
- 2. APHIS will provide relevant outreach material*
- 3. APHIS will provide the Cooperator access to IPHIS*
- 4. APHIS will provide traps and lure*
- 5. The Cooperator will notify APHIS of any positive finds immediately*

**1. What is the quantitative projection of accomplishments to be achieved?**

- a. By activity or function, what are the anticipated accomplishments by month, quarter, or other specified intervals?

*Traps will be set before 450 degree days, prior to the time of EAB emergence. Traps will be re-lured eight weeks after the installation date and removed after 1500 degree days. Mid-Year reports will be completed by July 31<sup>st</sup>. Final reports will be completed by March 31<sup>st</sup>. Data will be entered by December 1<sup>st</sup>.*

- b. What criteria will be used to evaluate the project? What are the anticipated results and successes?

*The survey will be evaluated by the total number of actual traps set. The results of this survey will be the appraisal of the status of Emerald Ash borer in Oklahoma. The survey will be considered a success when all samples have been identified, all traps have been serviced and removed, and the data from the survey has been entered.*

- c. What methodology will be used to determine if:

1. Identified needs are met

*The needs of the survey to have all the traps set and samples submitted will be met when GPS locations and observation dates, and diagnosis of samples have been recorded.*

2. Results and benefits are achieved

*The results of this survey will be the data collected, the benefits will be evaluated when all data is entered into IPHIS.*

## **2. What type of data will be collected and how will it be maintained?**

- a. Address timelines for collection and recording of data.

*Observation dates, GPS locations, and pest status will be recorded into the IPHIS database by December 1<sup>st</sup> 2014.*

- b. How will APHIS be provided access to the data?

*APHIS will have access to the data through IPHIS.*

## **B. The Cooperator will:**

### **1. By function, what work is to be accomplished?**

*The Cooperator will evaluate sites using the Forest Health Technology Enterprise Team (FHTET) model and will install approximately 400 traps according to the Emerald Ash Borer Survey Guidelines and service them 3 times, submit samples to APHIS and record the data into IPHIS.*

### **2. What resources are required to perform the work?**

*8 field personnel, a State Survey Coordinator and ODAFF vehicles are required.*

### **3. What numbers and types of personnel will be needed and what will they be doing?** Tie these needs back to the activities outlined in III.A

*8 field personnel will install and service traps. One state survey coordinator will train personnel, oversee survey work, collect data, enter into the database and submit all mid-year and final reports.*

### **4. What equipment will be needed to perform the work?** Include major items of equipment with a value of \$5,000 or more.

- a. What equipment will be provided by the cooperator? *Vehicles*

- b. What equipment will be provided by APHIS? *None*

- c. What equipment will be purchased in whole or in part with APHIS funds? *None*

- d. How will the equipment be used? *Travel to trap sites*

e. What is the proposed method of disposition of the equipment upon termination of the agreement/project? *N/A*

- 5. Identify information technology equipment, e.g., computers, and their ancillary components.** All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations etc.) should be specifically identified.

*GPS units, laptops, cell phones, air cards*

- 6. What supplies will be needed to perform the work?** Identify individual supplies with a cumulative value of \$5,000 or more as a separate item. \*\*All information technology supplies (e.g., small items of equipment, connectivity through air cards or high speed internet access, GPS units, radios for emergency operations) should be specifically identified above.

*Traps, lure, extension poles, hooks, multi-tools.*

a. What supplies will be provided by the Cooperator? *Extension poles, hooks, multi-tools.*

b. What supplies will be provided by APHIS? *Traps and Lure*

c. What supplies will be purchased in whole or in part with APHIS funds?  
*None*

d. How will the supplies be used? *To install traps and take samples.*

e. What is the proposed method of disposition of the supplies with a cumulative value over \$5,000 upon termination of the agreement/project?  
*N/A*

- 7. What procurements will be made in support of the funded project and what is the method of procurement (e.g., lease, purchase)?**  
(Cooperator procurements shall be in accordance with OMB Circulars A-102 or A110, as applicable.)

*None*

- 8. What are the travel needs for the project?**

a. Is there any local travel to daily work sites? Who is the approving official? What are the methods of payment? Indicate rates and total costs in the Financial Plan.

*Local travel is required to find ash trees within a trap site. Trap sites may be shared with other surveys.*

b. What extended or overnight travel will be performed (number of trips, their purpose, and approximate dates). Who is the approving official?

*None*

c. What is the method of payment? Indicate rates and total cost in the Financial Plan.

*N/A*

- 9. Reports:**

a. Submit all reports to the APHIS Authorized Department Officer's Designated Representative (ADODR). Reports include:

1. Narrative accomplishment reports in the frequency and time frame specified in the Notice of Award, Article 4.

2. Federal Financial Reports, SF-425 (replaces SF-269 October 1, 2009) in the frequency and time frame specified in the Notice of Award, Article 4.

**10. Are there any other contributing parties who will be working on the project?**

- a. List Participating Agency/Institution: *APHIS and Oklahoma Department of Agriculture, Food and Forestry (ODAFF)*
- b. List all who will work on the project: *APHIS, ODAFF Consumer Protection Division, and ODAFF Forestry Services Division*
- c. Describe the nature of their effort: *Trapping for EAB*
- d. Contribution: *All will help complete the trapping plan and APHIS will identify specimens collected.*

**C. APHIS Will:**

**1. Outline the Agency's (USDA APHIS PPQ) substantial involvement.**

**1. (a)** Include any significant Agency collaboration and participation

*The Cooperator will be trapping in conjunction with APHIS. The Cooperator will submit samples to APHIS for diagnosis. APHIS will provide site locations based on the FHTET model, trapping supplies, and outreach material for the Cooperator to distribute.*

**1. (b)** Project oversight and performance management

*The project can be overseen by APHIS by monitoring data entered IPHIS. APHIS may also send a representative to the field to monitor survey work.*

**2. What equipment will be needed to perform the work?** Include major items of equipment with a value of \$5,000 or more.

- a. Will Equipment be loaned or provided by APHIS?  Yes  No (If Yes, please list:
- b. How will the equipment be used?

**IV) GEOGRAPHIC LOCATION OF PROJECT**

- A.** Is the project statewide or in specific counties, townships, and/or national or state parks? (List the names of all counties, townships, and/or national or state parks, and tribal areas that apply)

*Counties will be determined using the Forest Health Technology Enterprise Team (FHTET) model.*

- B.** What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project?

*To be determined based on sites provided to by APHIS.*

- C.** Are there any unusual features which may have an impact on the project or activity such as rivers, lakes, wild life sanctuaries, commercial beekeepers etc? (list all that apply)

*Campers, citizens and high winds have been known to remove, relocate or destroy traps.*

- D.** Identify the kind of data to be collected:



**Detailed Financial Plan (submit with Emerald Ash Borer Survey Work Plan)**

**COOPERATOR NAME: OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, and FORESTRY**

**TIME PERIOD: May 1st 2015 through December 31<sup>st</sup> 2014**

Financial Plan must match the SF-424A, Section B, Budget Categories

<b>ITEM</b>	<b>APHIS FUNDS</b>	<b>COOPERATOR FUNDS</b>
<b>PERSONNEL</b>		
<b>8 field personnel @ \$18/hour @ 125 hours</b>	\$ 18,000	
<b>subtotal</b>	\$18,000	\$0
<b>FRINGE BENEFITS:</b>		
28% of salary for permanent employees	\$5,040	\$0
<b>subtotal</b>	\$5,040	\$0
<b>TRAVEL:</b>		
<b>8 field personnel @ 1,625 miles @ \$0.555</b>	\$7,215	
<b>subtotal</b>	\$7,215	\$0
<b>EQUIPMENT:</b>		
	\$0	\$0
<b>subtotal</b>	\$0	\$0
<b>SUPPLIES:</b>		
		\$0
<b>subtotal</b>	\$0	\$0
<b>CONTRACTUAL:</b>		
	\$0	\$0
<b>subtotal</b>	\$0	\$0
<b>OTHER:</b>		
<b>subtotal</b>	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	\$30,255	\$0
<b>INDIRECT COSTS (18.86% )</b>	\$5,706	
<b>TOTAL</b>	\$35,961	\$0
Cost Share Information	100%	0%