

## Survey Work Plan - Fiscal Year 2014

<b>Cooperator:</b>	<b>Oklahoma Department of Agriculture Food and Forestry</b>		
<b>State:</b>	Oklahoma		
<b>Project:</b>	Imported Fire Ant Survey		
<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>	14-8444-0004-CA		
<b>Contact Information:</b>	<b>Address:</b>	2800 N Lincoln Blvd Oklahoma City OK 73152	
	<b>Phone:</b>	<b>405-227-7624</b>	<b>Fax: 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 an Imported Fire Ant 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)*

*ODAFF works to prevent the further spread of IFA by enforcing the Federal Quarantine (7 CFR 301.81) by regulating articles like nursery stock, hay and soil-moving equipment.*

*Surveys of nurseries and rural areas are conducted outside the quarantine to determine range of the infestation in Oklahoma and to support quarantine expansion.*

### 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.
- *Enforce the IFA quarantine*
  - *Limit the artificial spread of IFA*
  - *Bring quarantined nurseries, hay producers, and other affected parties into compliance*
  - *Determine the range of IFA infestation*
  - *Create a public awareness of the quarantine and significance of IFA to our ecology*
  - *Collect data of GPS coordinates of positive samples and enter into a shared database*

**III) APPROACH**

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

*The IFA project consists of a survey above the current quarantine line, and enforcement throughout the state.*

*For the IFA survey, bait tubes are placed at nursery growers and in rural areas of at least 14 counties directly outside the quarantine in order to appraise the level of IFA in the state of Oklahoma. The survey will consist of placing bait tubes every 5 miles along a county road or highway that runs perpendicular to the leading edge of the quarantine in these counties for about 20 miles or the length of the county being surveyed. In the past, we have found the optimum time to survey for IFA is right after a rainy season. Field personnel will set their bait tubes along rural roads and highways in March through May and in September through November (or before the temperature goes below 32°F).*

*Routine nursery and grower inspections will always include a visual survey for IFA, and when the conditions are right, they will set bait tubes. In addition, inspectors routinely conduct visual inspections for IFA throughout the duration of other surveys as well.*

*The regulatory portion of this survey starts with our own growers. Hay producers, nursery growers, sod farms, tree farms and soil moving equipment in the quarantine area are put into a compliance agreement stating they will take the necessary measures to prevent the artificial spread of fire ants. Our field personnel inspect these producers at least twice a year to ensure they are still in compliance with the signed agreement. Each producer in a compliance agreement with ODAFF and APHIS has been assigned a stamp to use on invoices for material sent outside the quarantine.*

*In addition to monitoring Oklahoma's producers, our inspectors will continue to check shipment invoices from quarantine areas for an IFA compliance stamp, and ensure Oklahoma nursery growers are in compliance by taking pesticide residue samples from plant material.*

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

1. *The Cooperator conduct a survey outside the current IFA quarantine*
2. *The Cooperator will record the GPS coordinates of samples taken*
3. *The Cooperator will respond to citizens' IFA complaints*

4. *The Cooperator will enforce the IFA quarantine by checking invoices and taking pesticide residue samples*
5. *The Cooperator will issue and revoke compliance agreements with stakeholders as necessary*
6. *The Cooperator will monitor regulated establishments under compliance agreements, visits will occur at least twice per year.*
7. *The Cooperator will distribute outreach materials to the public concerning the safeguarding of agricultural and environmental commodities from IFA.*

**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?

*The IFA survey of rural areas will occur in spring and fall. IFA surveys will be conducted during routine inspections of nursery growers and dealers. Data will be collected and entered into NAPIS by December 31<sup>st</sup>. A mid-year report will be turned in July 31<sup>st</sup>. A final report will be turned in March 31<sup>st</sup>.*

*IFA compliance checks will be made twice a year. One will occur in fall after the temperature has dropped below 95°F consistently, and one will occur in spring after temperatures are above 60°F.*

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

*Criteria used to evaluate the project will include the numbers of samples submitted during peak activity times, inspections made, pesticide residue samples taken from quarantine areas.*

*The anticipated results of this effort will be an appraisal of the range of Oklahoma's IFA infestation, and the successful limitation of the artificial spread of IFA.*

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

**1. Identified needs are met**

*All samples submitted to Oklahoma State University for diagnosis will be reported into NAPIS. Nurseries and hay producers new to the IFA quarantine will be put into compliance agreements.*

**2. Results and benefits are achieved**

*Expansion or maintenance of the current quarantine can be decided based on the number and range of positive IFA samples submitted. An increased public awareness will be created through routine inspections and outreach to stakeholders.*

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

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

*GPS coordinates and observation dates will be collected at the time a sample is taken. Data will be entered into NAPIS by the end of December.*

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

APHIS will be provided access to the data through NAPIS.

**B. The Cooperator will:**

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

(Cite program standards, action plans, or other program guidelines as a standard for conducting the particular functions for this program, as applicable.)

*The Cooperator will enforce the IFA quarantine, set bait tubes at nurseries during routine inspections, and conduct surveys outside the current quarantine.*

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

*Field personnel, state vehicles, state survey coordinator*

**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

*Four field personnel conduct surveys, enforce quarantines and do routine inspections of nurseries. A State Survey Coordinator will be utilized to conduct surveys in territories unassigned to any other field personnel and will oversee the program.*

**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? *N/A*
- 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, internet 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.

- a. What supplies will be provided by the Cooperator? *None*
- b. What supplies will be provided by APHIS? *None*
- c. What supplies will be purchased in whole or in part with APHIS funds? *Bait tubes, bait, and sample bags*
- d. How will the supplies be used? *Conduct surveys and submit 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?

**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.)

*A contract with OSU for identification of samples will be made for \$1,500 or \$30.00 a sample.*

**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.

*There is local travel to work sites approved by the State Survey Coordinator.*

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

*There is some overnight travel for inspectors with larger areas approved by the State Survey Coordinator.*

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

*A direct bill agreement with hotels is set up through ODAFF.*

**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: *Oklahoma State University (OSU), Oklahoma Department of Agriculture, Food and Forestry (ODAFF) Laboratory, and APHIS*
- b. List all who will work on the project: *Dr. Rick Grantham, OSU, Steven Moser, ODAFF, and APHIS*
- c. Describe the nature of their effort: *Taxonomic Support from OSU, laboratory analysis from ODAFF, and regulatory support by APHIS*
- d. Contribution: *Sample Identification of ants by OSU, pesticide sample analysis by ODAFF laboratory, and regulatory support by APHIS through them providing compliance stamps, pursuit of regulatory actions and expansion of the quarantine area when necessary.*

**C. APHIS Will:**

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

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

*APHIS will assign compliance agreements and provide certification stamps as determined by field personnel during routine inspections of producers in quarantine areas. When violations occur outside the state, APHIS will pursue necessary legal*

action. APHIS will collaborate with the Oklahoma State Plant Regulatory Official to expand the IFA quarantine as needed.

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

**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)

*The regulatory portion of this project is statewide. The survey will be conducted in counties above the quarantine line including: Harmon, Greer, Kiowa, Caddo, Grady, McClain, Cleveland, Pottawatomie, Seminole, Hughes, Pittsburg, Haskell, and Sequoyah. Surveys will also be conducted in Tulsa and Oklahoma counties since they receive material such as sod and nursery stock from the quarantine areas.*

B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project? *Nurseries, right of ways, urban areas, cropland, rangeland, woodland*

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)  
*None*

D. Identify the kind of data to be collected:

*GPS coordinates, observation dates, type of terrain and the presence or absence of IFA. Collected samples will be submitted to OSU for identification.*

E. Establish criteria to evaluate the results and successes of the project:

1. Results: *Criteria used to evaluate the data of the samples submitted will be their positive or negative status and the status of the quarantine zone they were collected from.*

2. Successes: *An accurate appraisal of Oklahoma's current IFA infestation range will be determined.*

F. Methodology used to determine if the results and benefits are achieved:

1. Identified needs are met: *All producers are following guidelines in compliance agreements. All samples have been properly identified.*

2. Results and benefits are achieved: *The results of this project will be an increased awareness in the general public of the IFA quarantine, the reduction of the artificial spread of IFA, and an accurate description of the IFA infestation range in Oklahoma.*



## Detailed Financial Plan (submit with Imported Fire Ant

### Survey Work Plan)

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

TIME PERIOD: January 1, 2014 through December 31, 2014

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

ITEM	APHIS FUNDS	COOPERATOR FUNDS (Show even if zero)
<b>PERSONNEL:</b>		
4 field surveyors @ \$18.00/hour @ 400 hours	\$28,800	\$0
Subtotal	\$28,800	\$0
<b>FRINGE BENEFITS:</b>		
28% of salary for permanent employees	\$8,064	\$0
Subtotal	\$8,064	\$0
<b>TRAVEL:</b>		
4 field surveyors @ 7500 miles @ 0.555	\$11,000	\$5,650
hotel @ \$80/night for 10 nights	\$800	
per diem @ \$47/night for 10 nights	\$470	
Subtotal	\$12,270	\$5,650
<b>EQUIPMENT</b>		
	\$0	
Subtotal	\$0	\$0
<b>SUPPLIES</b>		
bait tubes, bait, sample bags	\$100	\$0
Subtotal	\$100	\$0
<b>CONTRACTUAL (NO IDC)</b>		
OSU identifier	\$1,500	\$0
Subtotal	\$1,500	\$0
<b>OTHER</b>		
Publications, posters, pest alert materials	\$200	\$0
ODAFF pesticide Lab Services (20 samples @ \$250)	\$0	\$5,000
Subtotal	\$200	\$5,000
<b>TOTAL DIRECT COSTS</b>		
	\$50,934	\$0
<b>INDIRECT COSTS (18.57% on Total Direct Cost)</b>	\$9,180	
<b>TOTAL</b>	\$60,114	\$10,650
Cost Share Information	82%	18%