

## 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>	Karnal Bunt 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>	14-8444-0111-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: 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 a *Karnal Bunt 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

*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)*

*Since a positive find in 1996 in Arizona, we have been required to survey for Karnal Bunt disease of wheat in order to prove Oklahoma wheat meets the phytosanitary export standards of foreign countries.*

### 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.

*Wheat samples are taken to verify the absence of Karnal Bunt disease in wheat surveyed in counties across Oklahoma. The benefit of the absence of Karnal Bunt disease is for Oklahoma's exporters. This survey is conducted in order for Oklahoma wheat to continue being exported to foreign countries.*

### **III) APPROACH**

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

*Field personnel will take samples from grain elevators in Cimarron, Beaver, Major, Woods, Grant, Noble, Kingfisher, Logan, Beckham, Jackson, Caddo, Cotton, Comanche, and Washita Counties. The number of samples will coincide with the wheat yield reported in the Oklahoma Agricultural Statistics. We calculate an average of the wheat yield for five years and take a sample for every million bushels harvested. Each sample represents at least ten fields within a county. A total of 43 samples is projected for next year, this amount may increase or decrease according to the actual wheat yield reported for the 2013 growing season.*

*The number of samples taken depends on the cooperation of grain elevators. They are asked by our field personnel to voluntarily submit a sample to fill a 50 pound bag. ODAFF will take four pounds of that sample and divide it in two. One half of the four pound sample will go to OSU for diagnosis, the other half will be kept by ODAFF as a control sample. The control sample will be destroyed after all the samples submitted for identification have been analyzed.*

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

1. The Cooperator will collect samples and submit them to OSU for identification
2. The Cooperator will enter data into NAPIS.

#### **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?

*Samples will be taken after wheat has been harvested, usually early to late spring. A mid-year report will be submitted by July 31<sup>st</sup> and a final report will be submitted by March 31<sup>st</sup>. Data will be entered by December 31<sup>st</sup> into NAPIS.*

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

*An accurate number of samples taken will evaluate the effectiveness of the survey to delimit the infestation of Karnal Bunt in Oklahoma.*

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

1. Identified needs are met  
*All samples have been taken.*
2. Results and benefits are achieved

*All samples are properly diagnosed, and Oklahoma can continue shipping its wheat to foreign countries.*

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

a. Address timelines for collection and recording of data.

*Data will be collected as samples are taken. Surveyors will record the observation date and county the sample represents.*

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

*Data will be entered into 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 take representative samples of each county in the survey, submit them to OSU for diagnosis, and report the results into NAPIS.*

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

*Five field personnel, one field supervisor, one State Survey Coordinator, vehicles.*

**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**

*Five field personnel will travel to grain elevators to request a sample and turn them into the State Survey Coordinator. The State Survey Coordinator will make a four pound sample, keep half, and bring the other half to OSU for diagnosis.*

**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? *Laptops*

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? *Record data into spreadsheets*

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.

**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? *Sample bags*
- b. What supplies will be provided by APHIS? *None*
- c. What supplies will be purchased in whole or in part with APHIS funds?  
*None*
- d. How will the supplies be used? *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?

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 to worksites is 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?  
*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: *Oklahoma State University*
- b. List all who will work on the project: *Dr. Robert Hunger*
- c. Describe the nature of their effort: *Laboratory Diagnostics*
- d. Contribution: *Sample Analysis*

C. **APHIS Will:**

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

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

*APHIS will provide the Cooperator with access to national databases including NAPIS. APHIS will communicate any changes to survey guidelines to the Cooperator.*

1. (b) Project oversight and performance management

*APHIS PPQ will oversee data is properly recorded into NAPIS.*

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)  
*Cimarron, Beaver, Major, Woods, Grant, Noble, Kingfisher, Logan, Beckham, Jackson, Caddo, Cotton, Comanche, and Washita Counties*
- B. What type of terrain (e.g., cropland, rangeland, woodland) will be involved in the project? *Cropland*
- 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)  
*Precipitation levels in Oklahoma vary, and this will have an impact on the times wheat growers decide to harvest. Also, not all of the grain elevators may choose to participate in the survey, and we may not have enough volunteers to make 43 samples.*
- D. Identify the kind of data to be collected:  
*The data collected will be the observation dates and presence or absence of Karnal Bunt and counties in which the grain elevators are located.*
- E. Establish criteria to evaluate the results and successes of the project:
1. Results: *Representative samples from each county in this year's survey are accounted for.*
  2. Successes: *All samples submitted have been identified and the status of Karnal Bunt is determined in Oklahoma.*
- F. Methodology used to determine if the results and benefits are achieved:
1. Identified needs are met: *Samples have been properly diagnosed.*
  2. Results and benefits are achieved: *Oklahoma wheat growers will be able to continue exporting their wheat to foreign countries.*

#### V) DATA COLLECTION AND MAINTENANCE

*Data will be entered into NAPIS.*

**VI) TAXONOMIC SUPPORT**

A. Person or Institution that will screen targets (Name & Contact Information)

*Dr. Robert Hunger  
127 Noble Research Center  
Stillwater OK 74078*

OR

B.  Request for taxonomic support.

(If you request taxonomic support the Program managers and PPQ's National Identification Services will use the information you provide in the J-3 Appendix to assign your survey samples to the appropriate taxonomic personnel.)

**VII) SIGNATURES**

*[Signature]* 7/30/2014  
ROAR Date

\_\_\_\_\_  
ADODR Date

# Detailed Financial Plan (submit with Karnal Bunt Work Plan)

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

TIME PERIOD: January 1<sup>st</sup>, 2014 through December 31<sup>st</sup>, 2014

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

ITEM	APHIS FUNDS	COOPERATOR FUNDS
<b>PERSONNEL:</b>		
5 field personnel @ 20 hours @ \$18/hour	\$1,800	\$0
1 field supervisor @ 32 hours @\$22/hour	\$704	
subtotal	\$2,504	\$0
<b>FRINGE BENEFITS:</b>		
28% of salary for permanent employees	\$701	\$0
subtotal	\$701	\$0
<b>TRAVEL:</b>		
5 field personnel @ 700 miles @ \$0.555/mile	\$1,943	\$0
subtotal	\$1,943	\$0
<b>EQUIPMENT:</b>		
	\$0	\$0
subtotal	\$0	\$0
<b>SUPPLIES:</b>		
	\$0	
subtotal	\$0	\$0
<b>CONTRACTUAL:</b>		
	\$0	\$0
subtotal	\$0	\$0
<b>OTHER:</b>		
subtotal	\$0	\$0
<b>TOTAL DIRECT COSTS</b>	\$5,148	
<b>INDIRECT COSTS (18.57%)</b>	\$956	
<b>TOTAL</b>	\$6,104	
Cost Share Information	100%	