

**Fiscal Year (FY) 2010**  
**Veterinary Services Cooperative Agreement Program (VSCAP) Guide**

## **6. REPORTING REQUIREMENTS (General)**

### **A. FINANCIAL REPORTING**

The applicant must maintain complete, accurate, and current records which disclose the Federal and non-Federal funds of each APHIS- sponsored project or program. The financial reporting must be made in accordance with the requirements of the Notice of Award, but not more frequently than quarterly. Refer to Federal Financial Report SF-425- reporting periods 6/30, 9/30, 12/31 and 3/31 for quarterly reporting. These reports are due 30 days after the end of the calendar quarter (negative reports are required). The final report is due no later than ninety (90) days following the expiration or termination of the award.

### **B. PROGRAMMATIC ACCOMPLISHMENT REPORTING**

In general, recipients are required to report progress in relation to projected work schedules and stated objectives. The required frequency of the performance report shall be stated in the Notice of Award. Recipient reports are due no later than thirty (30) days following the end of the stated reporting period. The final performance report is due no later than ninety (90) days following the expiration or termination of the award.

### **A. Requests for Extension**

Any requests for an extension of time to submit the reports must be justified and made in writing to APHIS' authorized representative before expiration of the initial 30 or 90 day period allowed for submitting the report. Extensions of time to submit the reports are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.

### **D. Overdue Reports**

In accordance with 7 CFR 3019/3016, APHIS may withhold payments from recipients for non-compliance with award conditions or Federal reporting requirements. In addition, APHIS may defer the processing of new awards, amendments, or supplemental funding pending receipt of the overdue report(s).

## **7. CLOSE OUT**

### **A. Close out Process**

The recipient must liquidate all obligations under the award no later than ninety (90) days after the funding period or completion as specified in the NOA – unless an extension is granted. Also, within ninety (90) days after the expiration or termination date of the award, the recipient must submit the following reports:

1. Final performance or progress report and all other products specified in the NOA or WP
2. Final Request for Payment – SF-270
3. Final Federal Financial Report – SF-425  
Upon receipt of the final Federal Financial Report, APHIS will provide written notification to the cooperator that the balance of federal funds reported as unobligated will no longer be available to the cooperator.
4. Federally Owned Property Report

### **B. Retention and Maintenance of Records**

In accordance with the requirements set forth in the OMB administrative requirements circulars, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by the cooperator for at least three (3) years from the date of submission of the final expenditure report. Retention is required for purposes of Federal examination and audit.

APHIS may request that the cooperator transfer records to its custody when APHIS decides that the records possess long-term retention value. When the records are transferred to or maintained by APHIS, the 3-year retention requirement does not apply to the cooperator.

If the new SF-424 is not available at the time you submit your application, you must submit the supplemental sheet providing the required Federal Funding and Transparency Act (FFATA) information along with the old SF-424.



## FY 2010 SCRAPIE COOPERATIVE AGREEMENT GUIDANCE

### NOTES TO PRIMARY STATE CONTACT:

**REPORTING REQUIREMENTS SPECIFIC TO SCRAPIE:** More detailed information regarding information that should be included in quarterly and annual reports is attached at the end of this scrapie document.

### **SCRAPIE GOALS AND OBJECTIVES:**

**Project proposals should address one or more of the following elements but are not required to address every element. Objectives A, B, and C are higher priority than Objectives D and E. A separate template should be completed for each objective for which funding is requested (e.g., surveillance). A supplemental list of scrapie funding restrictions is included immediately below the list of goals and objectives.**

#### **A. SURVEILLANCE**

The overall goal of this objective is to increase the effectiveness and efficiency of surveillance.

Goal 1: Maintain current and add new Regulatory Scrapie Slaughter Surveillance (RSSS) collection sites.

Goal 2: Increase surveillance of black-face sheep, Southdowns, Montadales and other higher risk sheep and goat populations.

Goal 3: Meet state-of-origin based surveillance goals

#### **B. DISEASE MANAGEMENT**

The goal of this objective is disease eradication. In states where there would otherwise be inadequate resources to accomplish the mission, cooperative agreement funds can be used towards this effort. This includes flock investigations, flock clean-up plan implementation and monitoring of Post Exposure Monitoring and Management Plans.

#### **C. IDENTIFICATION (ID) COMPLIANCE**

The overall goal of this objective is to achieve at least 95% ID compliance at concentration points.

Goal 1: Monitor for and enforce ID compliance at concentration points

Goal 2: Increase the number of flocks listed in the Scrapie National Database and the percentage that use official ID.

Goal 3: Evaluate ID devices under field conditions for APHIS contracts.

#### **D. PREVENTION (Genotyping)**

The goal of this objective is to prevent scrapie by assisting producers with their efforts to select for scrapie resistant sheep.

#### **E. INFORMATION DISSEMINATION**

The overall goal of this objective is to provide information to producers and veterinarians to encourage reporting of suspect animals and the use of genetic selection and biosecurity to prevent scrapie.

#### **SCRAPIE COOPERATIVE AGREEMENT FUNDING RESTRICTIONS:**

1. Funding level must be proportional to amount of work to be accomplished and consistent with the priorities listed above.
2. With the exception of Regulatory Scrapie Slaughter Surveillance (RSSS) activities, the cooperator is expected to contribute funding, personnel, facilities, supplies and/or equipment to assist with the effort.
3. The Federal share of ram genotyping projects will be limited to \$15 per animal tested (this includes labor and all associated costs with testing).
  - a. Up to ten rams may be tested per producer (or 1 ram per 35 breeding ewes) within the cooperative agreement period. In addition, up to 100 ram lambs may be tested for seed stock producers who agree in writing for any ram lambs testing QQ at codon 171 to: 1) castrate, 2) apply blue meat tags and cull for slaughter, or 3) use the ram as a terminal sire.
  - b. Rams of any breed or cross may be tested at codon 171.
  - c. Up to 75 ewes or rams (in addition to rams mentioned above) per flock may be tested only if: 1) they are 14 months of age or older, 2) they are black-faced, Southdowns, Montadales, or crosses there of, and 3) it is agreed in writing that any animal testing QQ at codon 171 will be made available for third eyelid or rectal biopsy surveillance testing by state or federal personnel. Southdowns or Montadales must be recognized members of these breeds, i.e. registered, registration eligible, or from foundation

stock that was registered purebred. Include these genotyping/live animal testing activities in the Surveillance objective rather than the Prevention objective.

- d. Genotype testing must be performed by an approved genotyping laboratory, submitted on a VS Form 5-29 or approved state submission form, specimens collected by an animal health official including accredited veterinarians, and tested animals must be officially identified and the official identification recorded on the VS Form 5-29 or State equivalent form.
4. The Federal share for sample collection from animals or heads submitted to a laboratory or veterinary clinic will be limited to \$25 per animal sampled unless justification of cost savings to VS is provided. These guidelines usually pertain to laboratories who receive whole heads for slaughter surveillance in lieu of heads being shipped to the Remington facility or that collect scrapie samples from sheep/goats submitted for necropsy.
  5.
    - a. collection of brainstem and RPLN, collection of ID (including tattoos and brands in formalin) as per the RSSS tissue collection protocol
    - b. formalin and containers for collected tissues
    - c. disposal of head\*
    - d. data entry into the Veterinary Services Laboratory Submission (VSLs) Webpage
    - e. shipment of empty box and cool packs back to the collection site (if applicable)\*If whole carcass is submitted an additional \$20 may be paid for carcass disposal.
  6. The Federal share for on-farm collection of necropsy samples for surveillance will be limited to \$50 per animal with a limit of three sheep/goats that meet surveillance criteria per flock of origin during the agreement period. The funds may be used to defray costs such as carcass disposal, mileage or shipping associated with either getting a sampler to the premises or getting the animal/head to the sampler, cold storage of heads or samples, or labor associated with sample collection. This limit only applies to routine surveillance samples not samples collected from clinical animals.
  7. Equipment purchases are to be carefully scrutinized and any unusual requests or requests over \$5,000 are to be approved by the National Scrapie Program Coordinator.
  8. See general agreement guidance for restrictions on travel.
  9. Unusual approaches or new pilots are to be approved by the National Scrapie Program Coordinator.
  10. Cooperative agreements must be terminated or reduced if cooperator has consistently failed to provide required reports in a timely manner or has not made good use of funds previously provided.

**REPORTING:** Reports are to be submitted to the area office on a quarterly basis and reviewed quarterly by the regional office. Sample charts are provided below that may be used for this purpose.

1. RSSS activity reports are to include the total number of samples collected during the period and unit cost per animal sampled and cost per positive flock found.

RSSS activities for the reporting period	Amount
Federal (CA) Funds	
State Costs	
Total Cost	
No. of Animals Sampled	
Positive Flocks Identified	
Total Cost/No. Positive Flock Found	
Total Cost/No. Animals Sampled	

2. Field activity reports are to include the number of flocks investigated, cleaned up, or inspected including the total cost for the activity.

Field activities for the reporting period	Amount
Federal (CA) Funds	
State Costs	
Total Cost	
No. of Investigations	
No. of Flock Plans Completed	
No. of PEMMP inspections	
Etc – add more rows if needed	

3. Non-RSSS surveillance activities are to include the unit cost per positive flock identified.

Non-RSSS surveillance activities for the reporting period	Amount
Federal (CA) Funds	
State Costs	
Total Cost	
No. of Flocks Sampled	
Positive Flocks Identified	
Total Cost/No. Positive Flocks Found	
Total Cost/No. Flocks Sampled	

- For ID compliance activity, list of concentration points inspected, level of compliance observed, and compliance actions taken.

Concentration Point	Percent of animals that are required to be identified that were identified	Compliance actions taken

- For pilot projects, describe what was done and outcome observed.
- For education outreach, describe what was done, audience reached and outcome observed.
- For ram genotyping, the number of rams and flocks tested, unit cost per animal and per flock, and any other benefits such as increased premises listings in AHSM.

Ram Genotyping	Amount
Federal (CA) Funds	
State Costs	
Total Cost	
No. of Flocks Sampled	
No. of sheep tested	
Total Cost/ No. of sheep tested	
Total Cost/ No. of flocks tested	

These reports may be summarized and used in preparation of reports to Congress and the public by USDA.