USDA Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

National Animal Disease Preparedness
and Response Program (NADPRP)
Information for Recipients

May 29, 2024

Presented by
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Congratulations!

We look forward to working with you.

AGENDA

1. Introduction and Recipient Responsibilities

2. Cooperative Agreement Execution

3. ezFedGrants Overview

4. Processing Claims

5. Reports

6. Budget Shifts, Amendments, and Extensions

7. Wrap up

NADPRP provides funds to support high-value projects to help prevent, prepare for, and respond to foreign animal disease outbreaks.

- Annual competitive funding opportunities

- Applicants may include States, Tribes, universities, industry organizations, veterinary organizations, and other federal agencies

- Projects typically funded for 2 years

NADPRP has funded over 250 projects led by cooperators in 44 States

255 projects $54 million   FY2020 – FY 2024

Recipient's Responsibilities

- Comply with the General Terms and Conditions for APHIS Cooperative Agreements

- Keep the project ON SCHEDULE as described in the Work Plan

- Carry out the activities and the objectives as described in the Work Plan

- Submit quarterly performance and financial reports in eFG using the templates provided

- Assure timely expenditure of project funds and submit claims for reimbursement

- Discuss project issues with your VS Program Manager (PM)

- Submit requests for amendments, budget shifts, and extensions thru your VS PM

- Submit a Final Performance Report using the templates provided

TEMPLATES for quarterly & final performance reports are on the NADPRP Website!

Steps for Recipients:
Cooperative Agreement
Execution

Cooperative Agreement Execution

- Recipients received award notification email from VS.NADPRP@usda.gov in May 2024 that included next steps for executing awards

- VS Program Manager (PM) will contact Recipients soon to discuss next steps

- *If you haven't heard from your VS PM by June 7, then please email the NADPRP mailbox: VS.NADPRP@usda.gov*

Next Steps – Document Revisions

- Discuss **Work Plan** revisions with your VS PM & make changes as needed. Have your VS PM digitally sign page 1.

- Change the **start date** and **project schedule** as needed in all documents. Funded activities cannot start until after award is signed & executed, which takes about 2 weeks.

- Revise **financial documents** and **SF-424 and SF-424A** if applicable.

- Email all revised documents to your VS Grants Specialist POC.

- Allow 2+ weeks for processing & signatures in eFG.

Financial Plan Revisions

If Financial Plan, SF-424, and/ or SF-424A revisions are requested, the Recipient should:

- ☐ Check that all three documents/forms are aligned with and report the same correct total award amount and cost categories

- ☐ Check indirect cost calculations, if applicable

  INDIRECT COSTS = TOTAL DIRECT COSTS x 11.11%

- ☐ Email revised documents to your VS Grants Specialist POC

Note: After a funding opportunity announcement closes, the Recipient cannot edit their award, application, or upload documents. The VS Grants Specialist will upload your revised documents to eFG.

Work Plan Revisions

If Work Plan revisions are requested, the Recipient and VS PM should:

❑ Discuss any requested changes

❑ Discuss the project Start Date & adjust if needed

❑ After approved, VS PM must sign the first page of the Work Plan

❑ The Recipient emails the revised & signed Work Plan to their VS Grants Specialist POC

Note: After a funding opportunity announcement closes, the Recipient can't edit their award, application, or upload documents. The VS Grants Specialist will upload your revised documents to eFG.

Recipient To Do List –

Now

1. Email required documents to NADPRP as applicable

2. Notify VS.NADPRP@usda.gov if there are changes to any points of contact for the agreement, including ezFedGrants (eFG) contacts

3. Verify that user profiles listed in eFG are current and active, and if not, follow the instructions in the Recipient Guide under "Access to eFG"

4. After the VS Grant Specialist completes the draft Agreement in eFG, and the VS PM approves in eFG, Recipients receive an automated email from WF-BATCH@FMS.USDA.PRIV to notify them that action is needed

5. At that time, Recipient Signatory Official logs into eFG and electronically **signs** the award - or returns it if changes are needed

After Award is Active

1. Post Award Management *(claims, reports, amendments)*

2. Close-out *(final report, audit)*

Overview of ezFedGrants

ezFedGrants (eFG):

- is USDA's **required** online system for managing cooperative agreements

- allows **Agencies** and **Recipients** to manage their awards throughout the lifecycle of the agreement

- ensures **compliance** with Federal requirements for grants and accounting

FMMI

eFG Project Lifecycle

- **Pre-award:** Solicitation (aka Opportunity) and Application

- **Award:** Agreement Execution (with electronic signature)

- **Post Award:**
  - Claims
  - Progress Reports- Financial and Performance (template)
  - Amendments

- **Reporting:** USASpending (DATA Act compliant) / Congressional inquires

- **Closeout and Financial Audit:** (A-133 Requirements)

ezFedGrants (eFG): Recipient Roles

Each Recipient must have a minimum of:
- 1 Grants Processor*
- 1 Grants Administrative Officer*
- 1 Signatory Official

ezFedGrants Role	Role Functions
Grants Processor*	• Search and view opportunities, applications, claims, progress reports, and amendments • Create and edit applications, claims and progress reports
Grants Administrative Official (GAO)*	• Grants Processor functions, PLUS • Manage permissions
Signatory Official (SO)	• Search and view opportunities • Edit, search, and view applications • Provide application signature

* The Grants Processor and the Grants Administrative Officer (GAO) can be the same person

Access eFG and Job Aids

ezFed Job Aids for External Users

ezFedGrants Home Page

External Portal View

Award Workflow in eFG: Award Execution

VS Grants Specialist → VS Program Manager → Recipient Signatory Official → VS Signatory Official → VS Financial Approver → Active
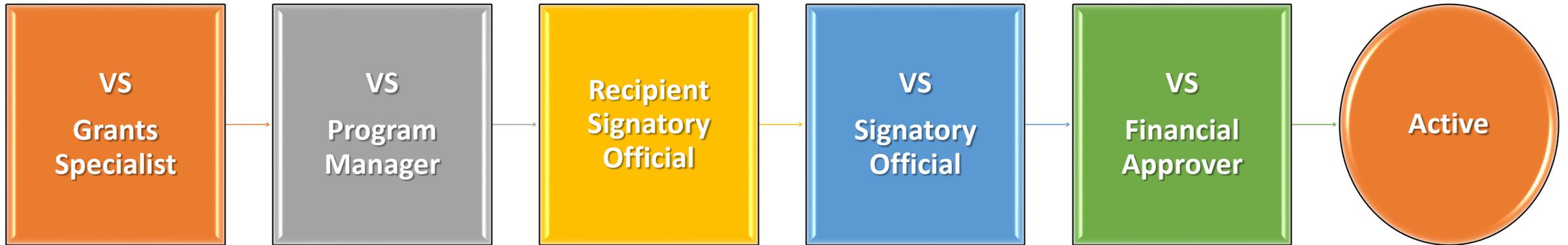
Key steps for a Recipient to get the award executed:

1. VS Grants Specialist completes the draft agreement in the eFG & award is routed to VS PM for approval.

2. VS PM approves the award or returns it for additional changes.

3. The Recipient Signatory Official Recipients receives an automated email from WF-BATCH@FMS.USDA.PRIV when an action is needed. Recipient Signatory Official approves award in eFG.

4. VS Signatory Official approves award in eFG.

5. The award is now ACTIVE! Project should start on date indicated in Work Plan.

Processing Claims

Processing Claims

Once the award is fully executed (fully signed):

- Recipient may receive **reimbursement** for expenses incurred for **work performed** according to the approved Work Plan

- Claims should be broken down by cost category using the "Requested Amounts by Cost Element" section of the claim or included as an attachment

- Claims may be withheld for non-compliance with Cooperative Agreement conditions or Federal reporting requirements

- Refer to the "Claims" section of the Recipient Guide for further information

*Note: claims cannot be processed if Performance or Financial reports are overdue

Claim Workflow

Recipient GAO or GP → Recipient Certifying Official → VS Program Manager → VS Grants Specialist → VS Program Manager → Paid
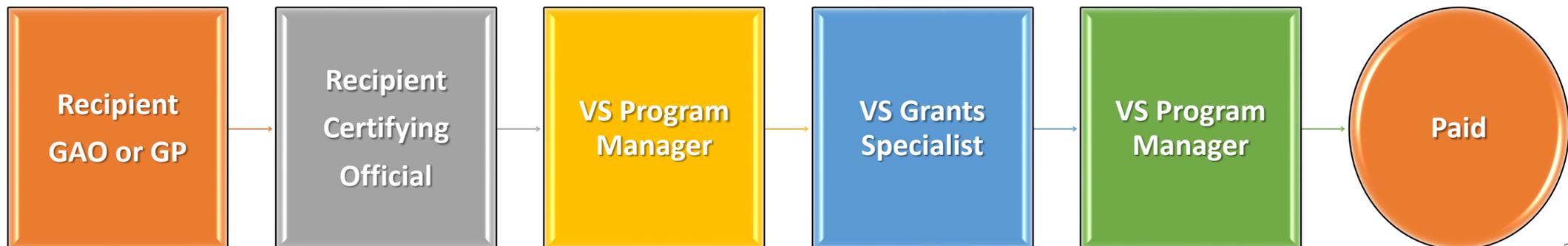
Submission of SF-270s for Claims Reimbursement

- Costs must be broken out by cost element according to your financial plan and SF-424A

- Input your amounts in the Direct Requested Amount and the Indirect Requested Amount (if applicable) columns per each Cost Element row

- If you do not break out your costs in addition to not supplying any supplemental attachments, your claim will be returned for correction. **This will result in a delay of processing your payment.**

- If claiming expenses in the "other" cost element and you had "other" expenses on your approved Financial Plan then we suggest sending us supplemental info to support those expenses so we can assure that approved expenses are being claimed.

14. Requested Amounts by Cost Element

Cost Element	Disbursed Amount	Open Balance	Direct Requested Amount	Indirect Requested Amount
Contractual	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Personnel	$0.00	$0.00	$ 2,742.00	$ Please enter a valid value...
Fringe Benefit	$0.00	$0.00	$ 577.00	$ Please enter a valid value...
Domestic Travel	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Foreign Travel	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Equipment	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Supplies	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Printing	$0.00	$0.00	$ Please enter a valid value...	$ Please enter a valid value...
Other	$5,655.00	$85,254.00	$ Please enter a valid value...	$ Please enter a valid value...
Total Indirect Cost Requested				$ 332.00
Totals	$6,221.00	$93,779.00	$3,319.00	$332.00

Reports

Required Quarterly Reports

TWO reports must be submitted EVERY quarter in eFG:

1. **Performance Report**

   • Use the NADPRP quarterly performance report template!

   • NADPRP: Resources for Recipients and Cooperators | Animal and Plant Health Inspection Service (usda.gov)

2. **Financial Report**

   • Fill it out in eFG

❑ Quarterly reports are <u>always</u> due on **January 31, April 30, July 31, and October 31**

❑ You <u>must</u> submit a performance report every quarter <u>even if there is no activity to report</u>.

❑ Claims cannot be processed if any reports are overdue.

NADPRP: Resources for Recipients and Cooperators | Animal and Plant Health Inspection Service (usda.gov)

eFG Quarterly Performance Report Process

1 — Recipient uses the NADPRP quarterly report template to create the first quarterly report

2 — Recipient emails the quarterly report to the PM for their review

3 — PM reviews & if needed, provides comments to Recipient

4 — Recipient updates the report based on the PM's feedback

5 — Recipient uploads the report in eFG by the due date

6 — PM approves the report in eFG

7 — Next quarter, Recipient updates the previous report with new information

eFG Report Approval Process

Report Completed/ Uploaded into eFG by the Recipient → Recipient (GAO or GP) → Recipient Certifying Official → VS Program Manager → COMPLETE
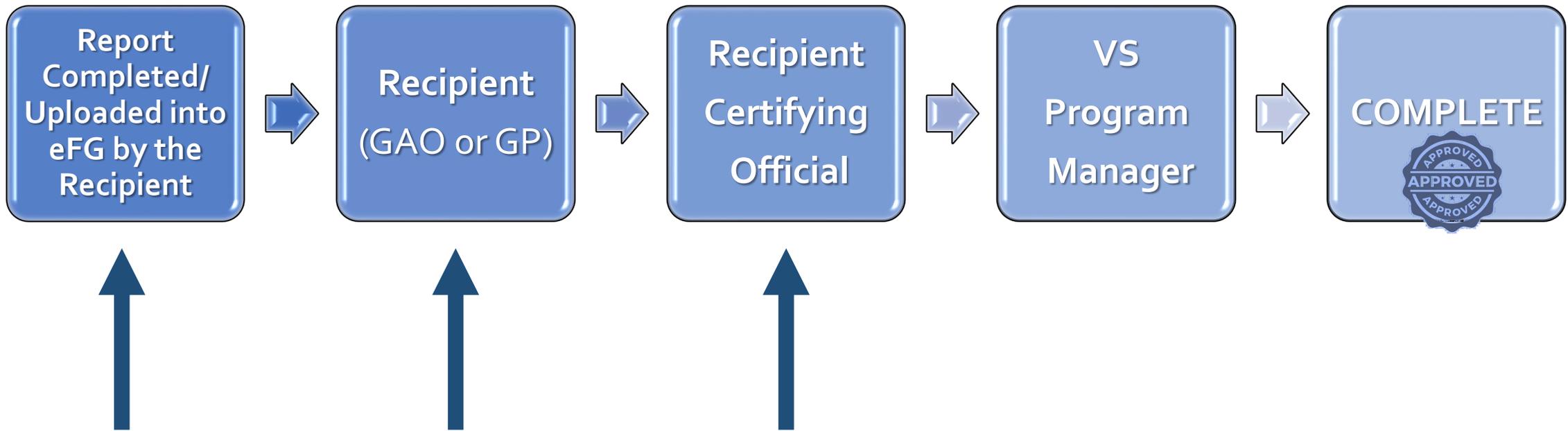
Grants Administrative Officer (GAO)
Grants Processor (GP)

Budget Shifts, Amendments, and Extensions

Amendments, Budget Shifts, and Extensions

- Recipients are required to report deviations from budget, project scope, or objective

- Amendments and/or deviations to the agreement must be requested **in writing** thru the VS PM by the Recipient, **before** the change occurs and **before** the expiration of the award

- If agreement is over $250,00 threshold and cumulative is 10% or more, revised Financial Plan and SF-424A is required for a Budget Shift

- No Cost Extensions and Increase in Durations *are not automatic*! Extensions, up to 12 months, must be approved by the Program Manager and Program Director. **Awarded projects are expected to be completed within the original Period of Performance**.

- A minimum of 30 days' notice is recommended

Resources for Recipients / Cooperators

UPDATED!
Recipient Guide
for NADPRP Awards (pdf)

- *We emailed this to you*

- Includes everything covered in this webinar and more

- Detailed info about Recipient tasks & responsibilities in each phase of the Cooperative Agreement

- Answers to frequently asked questions

- NADPRP Policies

NEW! NADPRP Resources for Recipients / Cooperators Web Page

- USDA APHIS | National Animal Disease Preparedness and Response Program (NADPRP) – Resources for Recipients/Cooperators

- Performance report templates & instructions

- Financial report instructions

- Information about how to submit claims, request budget shifts, request an extension, & other common questions

- Information about FINAL reports & project closeout

28

Wrap Up

- Initial meeting between Recipient & VS PMs = by Friday, **June 7**

- Revised Documents, signed Workplan by VS PM emailed to Grants Specialist POC = by Friday, **June 28**

- We plan to have all agreements executed (doesn't mean they need to start by this date, just executed in the system) = by Friday, **August 2**

- In general: please have all your revised documents to our staff at least 2 weeks prior to your proposed start date to allow for processing and signatures.

Questions?

The BEST Way to Contact Us:
VS.NADPRP@usda.gov

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