

**Notifiable Avian Influenza
Cooperative Compliance Agreement
Work Plan
FY-2015**

Cooperator Name:	
Premises ID:	
Street Address:	
City, State and Zip Code:	
County Name and Number Designator:	

Premises Point of Contact:	
Title:	
Mailing Address:	
City, State and Zip Code:	
Phone:	
Fax:	
E-Mail:	

Case Manager:	
Contact Information:	

A. PURPOSE

The purpose of the Cooperative Compliance Agreement is to provide Federal assistance for activities involving (1) the depopulation and disposal of flocks and (2) the cleaning and disinfection of premises affected by Notifiable Avian Influenza (NAI) outbreaks. This Work Plan outlines the responsibilities of the State representative, APHIS-VS and the Cooperator. The accompanying Financial Plan details the estimated costs for reimbursement to the Cooperator.

B. COOPERATOR RESPONSIBILITIES:

The Cooperator agrees:

1. To fully comply with the State's Initial State Response and Containment Plan (ISRCP)/HPAI Response Plan Red Book (http://secureeggsupply.com/wp-content/uploads/2013/11/summary_hpai_response_plan.pdf) for NAI for depopulation, removal, and disposal of affected poultry and materials as well as cleaning and disinfection of affected premises as provided and approved by APHIS-VS and

(Insert State Agency) _____.

2. To have an approved/signed pre-award letter in place before any reimbursable activities begin.
3. To complete the procedures as described in the approved Flock Plan and this Work Plan, and provide a Financial Plan itemizing the associated costs.
4. To request payment, the Cooperator must work with APHIS-VS to finalize a Cooperative Agreement Notice of Award. Once finalized, the Cooperator must submit to APHIS-VS a properly certified Request for Advance or Reimbursement (SF-270) as well as itemized receipts, invoices and personnel records documenting actual expenses.

If the responsibilities outlined in Section B, Items 1-4 of this Work Plan are not met, the Cooperator understands that payments may be withheld and the replacement flock on this premise may be ineligible for future indemnification.

5. To register with the System for Award Management (SAM). SAM is the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (<http://www.sam.gov>).

Before registering in SAM, be sure to have a current Data Universal Numbering System (DUNS) number. For information on obtaining a DUNS number by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

C. INSPECTION OF PREMISES:

1. **Before commencing** cleaning and disinfection activities, officials from the cooperating State agency or APHIS-VS will closely inspect the premises with the cooperator to determine if there are materials present for which cleaning and disinfection would be impractical. The cooperator must schedule an inspection prior to commencing cleaning and disinfection.

Requested date of inspection is:_____.

2. Any items identified as impractical to clean and disinfect must be appraised by an APHIS-VS designee. The fair market values and disposal costs will be indicated on this Work Plan and the Financial Plan.
3. Cleaning should be halted if items become damaged during the cleaning and disinfection process, or if items not previously identified during the inspection are found to be impractical to clean. The cooperator should immediately contact APHIS-VS to arrange for an immediate inspection and appraisal. *Damage caused by cleaning and disinfection activities may not be reimbursed.*

D. ACTIVITIES:

Activities that may be funded by this Cooperative Compliance Agreement for the purposes as described above include (insert additional details in spaces if necessary):

1. Preparing barns for depopulation activities, including movement of birds and/or equipment — labor cost per hour, estimated number of hours to complete, materials and supplies.
2. Approved depopulation and disposal activities — cost of CO₂ and rental of CO₂ carts, labor cost per hour, number of hours to complete, equipment and supplies.

3. Insecticide and rodenticide application using EPA licensed products (chemicals must be approved by APHIS-VS) — cost of the materials, labor cost per hour, and estimated number of hours to complete.

4. Composting — labor cost per hour and estimated number of hours to complete, cost of any additional carbon source if needed, fuel for equipment, and any equipment rental required.

5. Feed destroyed — confirmation/documentation of purchase price required.

6. Removal of litter and compost from the barns or fields (all compost must remain on premises for a minimum of 30 days) — labor cost per hour and estimated number of hours to complete, fuel for equipment, and any equipment rental required.

7. Equipment disassembly/reassembly — labor cost per hour and estimated number of hours to complete.

8. Dusting/dry cleaning — labor cost per hour and estimated number of hours to complete, fuel for equipment, and any equipment rental required.

9. Wet cleaning — labor cost per hour and estimated number of hours to complete, fuel for equipment, and any equipment rental required.

10. Disinfection (disinfectants must be approved by APHIS-VS) — cost of the materials, labor cost per hour, and estimated number of hours to complete.

11. Litter replacement — cost of litter, labor cost per hour and estimated number of hours to complete, fuel for equipment, and any equipment rental required.

12. Biosecurity supplies (e.g., Tyvek coveralls, N95 masks, gloves, etc.).

13. Items to be destroyed at appraised fair market value.

14. Additional supplies and activities not listed above on this Work Plan may be reimbursed upon approval by APHIS-VS officials. Please list additional items below and include estimated costs on the Financial Plan.

15. Estimated, detailed costs will be outlined on the accompanying Financial Plan. The Financial Plan will match the SF-424-A, Section B - “Budget Categories”.
16. If all parties agree, an amendment can be made to this Agreement to cover the fair market value and disposal costs for unforeseen items and costs not identified on this Work and Financial Plan. **Unforeseen items should not be disposed of until an amendment to this Agreement is signed by all parties.** Please contact the APHIS VS representative (ADODR) for additional assistance and instruction on how to submit a revised agreement.

E. SIGNATURES

Cooperator/Producer	Date	Print Name

State Representative	Date	Print Name

APHIS-VS Representative (ADODR)	Date	Print Name