

OBLIGATING WORK PLAN
BETWEEN
THE
INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE (IICA)
AND
THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) PLANT
PROTECTION AND QUARANTINE (PPQ)
FOR THE
GREATER CARIBBEAN SAFEGUARDING INITIATIVE (GCSI)
FOR
MUTUAL COLLABORATION TO STRENGTHEN OFFSHORE SAFEGUARDING
EFFORTS IN THE GREATER CARIBBEAN REGION

This Work Plan reflects a cooperative relationship between IICA and USDA-APHIS-PPQ outlining the mission-related goals, objectives, and anticipated accomplishments as well as the approach and related roles and responsibilities of the parties.

I. OBJECTIVES

- A. Utilize CPHD and GCSI networks to strengthen monitoring frameworks and reporting mechanisms that result in an effective region-wide system to support advanced and timely notifications of significant quarantine pests entering the Greater Caribbean Region (GCR).
- B. Develop and deploy effective strategies, aligned with international standards and risk analysis, with regional partners to identify and address high-risk pathways with the potential to move pest of quarantine significance into and within the GCR
- C. Build on existing frameworks to develop a comprehensive, and scalable, regional emergency response and recovery plan that strives to support the joint response capability of the NPPO, CPHD, GCSI, and other regional partners.
- D. Maximize the GCSI and CPHD networks to achieve an expanded and effective network that results in the sharing and dissemination of timely information, leverages collaboration, coordination, and outreach opportunities among U.S. entities and external regional partners –in alignment with GCSI operational goals.
- E. Identify, categorize and increase the resources available to support the GCSI

II. NEED FOR ASSISTANCE

A. Background

As new pests increasingly continue to enter through various pathways, the Greater Caribbean Region (GCR) presents a significantly high risk to the United States. In our effort to reduce this risk, it becomes essential to work towards mitigating that risk offshore.

In July 2008, USDA-APHIS-PPQ formalized the Greater Caribbean Safeguarding Initiative (GCSI), a United States of America national program which seeks to strengthen APHIS' partnership with countries in the Greater Caribbean Region for the ongoing regional development of offshore pest detection and control activities for the benefit of the GCR.

B. Demonstrate the need for assistance

This project seeks to strengthen the safeguarding efforts, in order to increase technical capacity, resources and develop long-term sustainability, within the GCR, to harmonize and regionalize mitigation capabilities that ultimately strengthens and enhances United States mitigation and safeguarding efforts.

C. Supporting documentation:

This cooperative agreement is aligned with the USDA APHIS PPQ' two mission priorities pertaining to this project are to 1) Safeguard U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and 2) To facilitate the safe trade of agricultural products.

APHIS-GCSI works with partner organizations in Greater Caribbean Region countries to target resources and implement projects to strengthen safeguarding capacity, increasing agricultural and natural resource protection to the Greater Caribbean Region, as a whole. Further, this cooperative agreement aligns with USDA APHIS PPQ's Strategic Goals of: Strengthening PPQ's pest exclusion system and reducing pest risks to facilitate the global trade of agricultural products. Through its leadership and involvement in international standard setting bodies, APHIS helps promote and improve international animal and plant health standards, collaborates with other Federal agencies, international organizations, and foreign nations to conduct capacity building activities that help strengthen the Greater Caribbean Region's agricultural and plant health infrastructure. APHIS's strong partnerships with foreign counterparts, to launch and maintain offshore programs and initiatives, such as the Greater Caribbean Safeguarding Initiative, providing training opportunities for the Greater Caribbean Region's Plant Quarantine officers in basic plant quarantine principles serves to further strengthen the Region's identification and mitigation capacity. These activities work towards decreasing the amount of resources required to combat invasive pests in the United States in the long term.

D. Results or Benefits Expected

1. Strengthening of the Greater Caribbean phytosanitary capacity
2. Development of surveillance strategies for priority pests threatening the Greater Caribbean Region, and increased capacity in the prevention and/or early detection of these pests.

3. Harmonized reporting system for fruit flies in the GCR.
4. The development and dissemination of public outreach information to increase awareness of invasive species and the safeguarding efforts in the GCR.
5. Increased pest detection and surveillance activities in the GCR.
6. Facilitation of safe agricultural trade and strengthened plant health safeguarding activities in the GCR.

III. APPROACH

To strengthen the plant health safeguarding efforts, in order to increase technical capacity, resources and develop long term sustainability within the Greater Caribbean Region. These approaches move towards harmonizing and regionalizing the GCR's mitigation capabilities that ultimately strengthen and enhance U.S. mitigation and safeguarding efforts. The proposal seeks to address the identified shortcomings by regionalizing plant quarantine training and capacity in the GCR through programs and projects funded through this cooperative agreement.

A. IICA and APHIS agree to/that: (Joint responsibilities)

1. Coordinate with each approved project - Point of Contact (POC) to construct and execute project proposals and activities, according to this Obligating Work Plan.
2. Broaden and deepen dialogue with regional partner organizations, National Plant Protection Organizations (NPPOs) and the Caribbean Plant Health Directors (CPHD) to build sustained political and financial support for regional safeguarding activities.
3. Access technical experts from regional sources to assess and advise the program on technical issues.
4. Jointly review the administrative demands of the regional projects referenced below to include a review of the joint budget and contributions to the collaborative program from all sources to ensure proper resource management.
5. When deemed cost and time efficient to meet program needs, APHIS will procure goods and provide for services directly to the program in lieu of transferring funds to IICA.
6. The Work and Detailed Financial Plans, approved for funding by the GCSI Cross Functional Working Group, listed below and incorporated into this Agreement by reference are:
 - a. Evaluating the preparedness of Caribbean Countries to respond to incursions from priority pests of importance to the Caribbean and the United States
 - b. Regional safeguarding initiative for priority pest of mutual concern to the United States of American and the Greater Caribbean Region
 - c. The Regional Pest Prioritization Exercise - Determining Pest of Mutual Concern
 - d. Fruit Fly Monitoring System (FFMS) Database
 - e. The Caribbean Plant Health Directors Forum Website (www.cphdforum.org)

and CPHD Website Social Media Management

- f. Ascertaining challenges to Non-Compliance Reporting in the Region and Risk-Based Sampling Piloting
 - g. The Development of a Virtual Platform for The Laboratory Exercises of The Professional Certificate in Plant Quarantine Basics Course
 - h. The 14th Meeting of the Caribbean Plant Health Directors (CPHD) Forum
 - i. Improving the Capacity of the Caribbean Region to Identify Plant Parasitic Nematodes Impacting Productivity and Trade
 - j. Development of a Strategic Plant Health Agenda for the Caribbean Region - Strategic Planning and Program Design, using the Logical Framework Approach
7. Any requests for changes to the individual work and detailed financial plans referenced in III-a-6 must be justified and made in writing to APHIS' authorized representative. Requested changes are subject to the discretion of APHIS' authorized representative and may require the submission of revised individual work and detailed financial plans or the completion of a revised obligating work plan.

B. IICA agrees to/that: (IICA responsibilities)

1. Designate the Head of Agricultural Health and Food Safety as its authorized representative who shall be responsible for collaboratively administering the activities conducted under this Obligating Work Plan.
2. Purchase and deliver materials set forth in this Obligating Work Plan, through the local IICA office,
3. Through the local IICA offices, negotiate and execute contracts as needed, for the delivery of goods and services as set forth in this Obligating Work Plan.
4. Travel arrangements for APHIS employees are not authorized.
5. At the conclusion of each activity conducted under this Obligating Work Plan, IICA will engage the Point of Contact for each project to obtain a full description of the project activity, dates, location, participants, and accounting/cost of the activity, key outcomes, next steps, follow-up action items, and timeline. IICA will then compile this information to provide a narrative report specific to the activity, to APHIS' authorized representative. All such reports shall be included in the corresponding quarterly accomplishment report described below.
6. The authorized representative, designated in III-b-1, submit to APHIS' authorized representative properly certified quarterly accomplishment reports on activities referenced in III-e-1. These reports will be narratives and provide information on program activities to provide adequate clarification and understanding regarding the required financial report. The reports will be used by APHIS to verify compliance with provisions of this Agreement. When an agreement includes multiple projects covered by multiple individual work and detailed financial plans, each project must be reported on a separate narrative report. For a program starting more than 45 days into a quarter, the first report will be due at the end of the next quarter. The

narrative reports are due no later than 30 days after the end of each quarter.

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 120-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.

7. The authorized representative, designated in III-b-1, submit to APHIS' authorized representative properly certified quarterly Federal Financial Report (FFR), SF-425 and Request for Advance or Reimbursement, SF-270, no later than 30 days after the end of each quarter and a final FFR no later than 120 days after the Agreement expires or terminates. For a program starting more than 45 days into a quarter, the first report will be due at the end of the next quarter.
8. Due dates for reports referenced in III-B-7:
First Quarterly Report: July 31, 2021
Second Quarterly Report: October 31, 2021
Third Quarterly Report: February 28, 2022
Final Report: No later than 120 days after the Agreement expires or terminates.

Any requests for an extension of time to submit the FFR must be justified and made in writing to APHIS' authorized representative before expiration of the initial 30- or 120-day period allowed for submitting the report. Extensions of time to submit the FFR are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing. When an agreement includes multiple projects covered by multiple Work Plans and Detailed Financial Plans, each project must be reported on a separate FFR. Further, all federal funds reflected as unobligated on the final FFR will no longer be available for obligation by the Cooperator.

9. APHIS may withhold payments called for in III-c-4 under the conditions outlined in 2 CFR Part 200.305 (b) (6), including failure to comply with project objectives, Federal statutes, regulations, or the terms and conditions of the award if the Recipient or a sub-recipient is delinquent on debt to the United States, or such other conditions outlined in the cited regulations.
10. Maintain an inventory control system of property purchased by the Recipient in whole or in part with Federal funds. In accordance with 2 CFR Part 200.313 (d), recipients shall conduct a physical inventory at least every two years and make available, as requested, the required records for review by APHIS. Provide an annual inventory report of any Federally owned or Federally leased equipment on loan to the Recipient to include a description, manufacturer model and serial number, acquisition date and cost. A disposition request shall be made to APHIS when the property is no longer needed.

C. APHIS agrees to/that: (APHIS responsibilities)

1. Designate Dennis Martin, Director-Greater Caribbean Safeguarding Initiative, as its Authorized Departmental Officer's Designated Representative (ADODR)

who shall be responsible for collaboratively administering the activities conducted under this Work Plan. Should this individual be temporarily detailed to another position or on extended absence, a letter will be issued to the Recipient by the APHIS signatory official to appoint a temporary ADODR.

2. Provide technical experts and training in areas where APHIS and/or USDA has relevant expertise, as needed and/or as resources allow.
3. Convene a mid-year review with IICA to assess the program and make any necessary programmatic adjustments.
4. Provide to IICA, in quarterly payments, funds to cover costs of activities conducted by and through IICA as documented in this work plan. This also includes the ten (10%) percent overhead awarded to IICA.
5. Make in-kind contributions to the cooperative program work activities which are over and above those funds transferred under this work plan to cover costs IICA incurs for activities conducted under this work plan.

D. Proposed timeline (subject to modification through mutual agreement)

Activity	1	2	3	4	5	6	7	8	9	10	11	12
Evaluating the preparedness of Caribbean Countries to respond to incursions from priority pests of importance to the Caribbean and the United States.			X	X	X	X	X	X	X	X	X	X
Regional safeguarding initiative for priority pest of mutual concern to the United States of American and the Greater Caribbean Region;		X	X	X	X	X	X	X	X	X	X	X
The Regional Pest Prioritization Exercise - Determining Pest of Mutual Concern;			X	X	X	X	X	X	X	X	X	X
Maintenance of The Fruit Fly Monitoring System (FFMS) Database;	X	X			X	X	X	X	X	X	X	X
Maintenance of The Caribbean Plant Health Directors Forum Websites (http://www.cphdforum.org) and CPHD Social Media Management;	X	X			X	X	X	X	X	X	X	X
Ascertaining challenges to Non-Compliance Reporting in the Region and Risk-Based Sampling Piloting;	X	X	X	X	X	X	X	X	X	X	X	X

The Development of a Virtual Platform for The Laboratory Exercises of The Professional Certificate in Plant Quarantine Basics Course			X	X	X	X	X	X	X	X		
The 14th Meeting of the Caribbean Plant Health Directors (CPHD) Forum;			X	X	X	X	X	X	X	X	X	X
Improving the Capacity of the Caribbean Region to Identify Plant Parasitic Nematodes Impacting Productivity and Trade	X		X	X	X	X	X	X	X	X	X	X
Development of a Strategic Plant Health Agenda for the Caribbean Region - Strategic Planning and Program Design, using the Logical Framework Approach;	X	X	X	X	X	X	X	X	X	X	X	X

E. Resources Required

1. Budget Plan

	Total Direct Costs	Total Indirect Costs	Total APHIS Funding
Evaluating the preparedness of Caribbean Countries to respond to incursions from priority pests of importance to the Caribbean and the United States.	\$7,500.00	\$750.00	\$8,250.00
Regional safeguarding initiative for priority pest of mutual concern to the United States of American and the Greater Caribbean Region;	\$47,000.00	\$4,700.00	\$51,700.00
The Regional Pest Prioritization Exercise - Determining Pest of Mutual Concern;	\$10,000.00	\$1,000.00	\$11,000.00
Maintenance of The Fruit Fly Monitoring System (FFMS) Database;	\$16,310.00	\$1,631.00	\$17,941.00
Maintenance of The Caribbean Plant Health Directors Forum Websites (http://www.cphdforum.org) and CPHD Social Media Management;	\$11,230.00	\$1,123.00	\$12,353.00

Ascertaining challenges to Non-Compliance Reporting in the Region and Risk-Based Sampling Piloting;	\$10,000.00	\$1,000.00	\$11,000.00
The Development of a Virtual Platform for The Laboratory Exercises of The Professional Certificate in Plant Quarantine Basics Course	\$28,800.00	\$2,880.00	\$31,680.00
The 14th Meeting of the Caribbean Plant Health Directors (CPHD) Forum;	\$6,000.00	\$600.00	\$6,600.00
Improving the Capacity of the Caribbean Region to Identify Plant Parasitic Nematodes Impacting Productivity and Trade	\$14,500.00	\$1,450.00	\$15,950.00
Development of a Strategic Plant Health Agenda for the Caribbean Region - Strategic Planning and Programme Design, using the Logical Framework Approach;	\$33,250.00	\$3,325.00	\$36,575.00
	\$184,590.00	\$18,459.00	\$203,049.00
	Total Direct Costs	Total Indirect Costs	Total APHIS Funding

2. Any request for project/activity changes, particularly in and between budget plan line items must be submitted to APHIS’ authorized representative in writing. The ADODR will evaluate the merits of the request and provide a response, in a timely manner.

3. Project Evaluation and Methodology

a. APHIS-GCSI, IICA and the Point of Contact (POC) for each project/activity will meet no less than quarterly to review program milestones and achievements.

4. Contributions of Other Parties

Contributions by other parties would be secured under agreements or some type of contractual arrangement between IICA and the contributors or APHIS and the contributors in order to commit their third-party resources.

If the contributions of any planned third-party supporter are not fully secured by IICA within six months of the signature of this work plan, they will immediately notify the APHIS ADODR. The APHIS ADODR and

the IICA authorized representative will revise this work plan to document the programmatic changes within 15 days of the notification.

IV. TITLE TO EQUIPMENT

APHIS reserves the right to transfer title to any equipment purchased partially or fully by the Recipient under this Agreement with Federal funds within 120 days after the end of the Federal support of the project for which it was acquired. Upon transfer of Title, the Recipient will be entitled to compensation equal to its percentage of participation in the purchase of the equipment in the year purchased, applied to the fair market value in the year title is transferred.

V. FUNDING/EFFECTIVE PERIOD, REVISIONS, AND TERMINATION

The APHIS award for this Obligational Work Plan is in the amount of \$203,049.00, USD. Cost overruns will be the sole responsibility of IICA, unless additional funding is secured from APHIS prior to the expiration of the funding period. This Obligating Work Plan shall become effective April 1, 2021, and continue until March 31, 2022, subject to continuation in writing by mutual agreement of the parties.

VI. This Obligating Work Plan may be amended at any time during the effective period by mutual agreement of the parties in writing. It may be terminated upon 30 days written notice to the other party. If there are any disagreements about the terms of this agreement, both partners agree to refrain from unilateral action, to consult with each other, and to negotiate in good faith a mutually agreeable resolution.