

**Appendix A: Cooperative Agreement Template**

**05/14/2025 (V 13.0)**

**Project Proposal/Work Plan and Budget for Managing HPAI in Wisconsin for FY2025**

**Recipient:** Wisconsin Department of Agriculture, Trade & Consumer Protection

**Geographic Location:** State of Wisconsin

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This Work Plan reflects a cooperative relationship between the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP), the recipient, and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS). It outlines the mission-related goals, objectives and anticipated accomplishments as well as the approach for managing surveillance, under the National Milk Testing Strategy, and disease control activities associated with detections of Highly Pathogenic Avian Influenza (HPAI) viruses in livestock and the related roles and responsibilities of the parties and Cooperator's role negotiated. This Work Plan covers the time from *April 29<sup>th</sup>, 2025*, to *April 28<sup>th</sup>, 2026*. This Work Plan defines and delineates the work performed by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and submitted with a complementary work plan outlining the Wisconsin Veterinary Diagnostic Lab (WVDL) role. HPAI has been detected in poultry operation within FY25, but there have been no confirmed instances of cattle infected with HPAI in Wisconsin as of *April 29<sup>th</sup>, 2025*. The DATCP workplan is designed to ensure that surveillance samples are tested efficiently and includes collaboration with National Conference of Interstate Milk Shipments (NCIMS) Certified Milk labs testing Wisconsin producer milk and the WVDL who will be leveraging existing automation and testing capabilities of collected samples.

**Objective/Need for Assistance**

**Objective 1: Highly Pathogenic Avian Influenza in Livestock Response, Control and Surveillance**

Quickly diagnose, manage, and limit the spread of HPAI in Wisconsin livestock through surveillance of raw milk samples.

**Approach**

**Plan of Action:**

The emergency response to HPAI in livestock in Wisconsin is a cooperative effort involving the industry, Wisconsin, and Federal regulatory agencies. Funding for this objective allows the Cooperator, along with the WVDL and NCIMS Certified Milk labs testing Wisconsin producer milk to provide diagnosis of and response to HPAI events in Wisconsin's livestock. Specific action(s) taken as part of this response include the following:

- WVDL is responsible for coordinating the logistics and scheduling the collection of milk samples from producers through 8 NCIMS Certified Milk laboratories.
- DATCP is responsible for coordinating logistics and sampling milk samples from select producers that cannot be processed through 1 NCIMS Certified Milk laboratory.
- WVDL is responsible for coordinating shipment of milk samples from NCIMS Certified Milk laboratories to WVDL for screening.

- WVDL is responsible for processing, testing, and reporting of all raw milk samples received.
- WVDL is responsible for communication of non-negative test results to the Wisconsin State Veterinarian and Administrator for Division of Food and Recreational Safety.
- DATCP is responsible for communication of non-negative test results to the impacted producer.
- DATCP is responsible for investigation and quarantine of affected livestock herds rapidly.
- DATCP is responsible to educate producers and livestock owners about HPAI and appropriate biosecurity measures.
- DATCP is responsible to conduct biosecurity audits on all affected herds. Instruct producers regarding testing and biosecurity needs for controlled movement. Set up a permitting system that allows those operations to move non-lactating dairy cattle, *and other livestock*, into and out of the zone as needed.
- DATCP is responsible to conduct epidemiological investigations and identify other risk factors including implementation of additional mitigation strategies as needed.
- DATCP is responsible for monitoring testing and compliance.
- After successful completion of Stage 2 testing, DATCP and WVDL will coordinate efforts around a routine maintenance testing plan.
- DATCP and WVDL are responsible to mutually coordinate efforts with Wisconsin, federal and industry partners. This includes, but is not limited to:
  - Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP)
  - United States Department of Agriculture, Animal and Plant Inspection Services (USDA APHIS)
  - Wisconsin Veterinary Diagnostic Lab (WVDL)
  - NCIMS Certified Milk testing laboratories testing Wisconsin producer milk
  - Affected producers, veterinarians, and related industry stakeholders

### **Resource Recruitment:**

#### Resources Needed:

To meet the National Milk Testing Strategy objectives, the cooperator is asking for funds to:

- Staffing
  - We are requesting funding for one (1) Bureau of Laboratory Services (BLS) Shipping/Receiving Technician to ensure samples received are promptly unpacked, samples, and repacked for shipping to WVDL.
    - Estimated overtime of two (2) hours/week for twelve (12) months.
  - We are requesting funding one, new, (1) Division of Animal Health (DAH) LTE Operations Association for routine tracking and response activities to allow for current staff to accelerate the HPAI testing timeline.
    - Estimated time of twenty (20) hours/week for twelve (12) months.
      - Assist with permitting requirements and movement verification needs related to HPAI in bovine.
      - Assist with permitting inquiries from producers regarding HPAI in bovine permitting requirements (email/phone calls)
      - Assist with gathering and updating web pages and other communications related to permitting needs for HPAI in bovine.
      - Assist with the coordination of data/paperwork/electronic files related to the National Milk testing program and other support functions as it relates to the National Milk testing program.
    - The position is not to exceed 12 months in duration.
- Shipping
  - We are requesting shipping cost coverage from one (1) NCIMS Certified Milk Laboratory unable to submit

directly to WVDL:

- 217 farm level, raw milk samples per month in large and small coolers
- DATCP BLS will receive, transfer and submit raw milk samples to WVDL.

- **Contractual**

- We are requesting cost coverage for collection, sampling, and submission of farm level, raw milk samples:
  - Eight (8) NCIMS Certified Milk Laboratories.
  - 5,600 samples per month.
- Employees at testing laboratories will receive farm level, raw milk samples for routine quality testing via standardized shipment methods.
- Employees will unpack samples from coolers, verify sample content and tracking information, open each sample, aliquot off 5 mL of sample into WVDL approved testing vials, seal the WVDL sample, and package it for shipment.
- Processing of samples is highly dependent on the number of samples at each testing facility.
- Laboratories may hire temporary employees to complete some of the work or they may absorb the work into their routine workflow. This is dependent on the number of sample received by the facility.
- Contractual rates include sample processing listed above including employee salaries, oversight costs, LTE employees, courier fees, and associated overhead costs.
  - Costs and inputs were discussed and identified on a per month basis.
  - Laboratories with larger sample numbers will need to hire full-time temporary employees through a temp agency which requires additional oversight and costs.
  - Laboratories with smaller sample numbers have indicated that they will need to pay staff overtime or may opt to hire a temporary employee for support.
- A sample contractual breakout (below) is provided in this document as an example of a cost breakdown for laboratory services tied to the National Milk Testing Strategy initiative.

Monthly Total Cost (Sum of inputs)	\$17,859.52
Full Time Temporary Employee Cost (through Temp Service)	\$ 8,492.00
Courier Cost	\$ 700.00
Manual Processing Fee (40% estimated)	\$ 3,396.80
Laboratory supplies	\$ 300.00
IT support (sample ID, manifest coordination), Logistics and Management Oversight (Staff)	\$2,291.80
Revenue Allowance (15%)	\$2,678.92
Number of Samples / Month (Lab #2)	1,072
Cost / Sample	\$16.66

- DATCP will contract to pay the same sample rate to all laboratories as their overall work activities are the same as the sample lab provided (above) in the cooperative agreement.
- The per sample payment rate allows laboratories to be paid proportional to their workload.

- **Supplies & Materials**

- We are requesting the following items for sample preparation and transfer:
  - Sample coolers – large
  - Sample coolers – small
  - Two (2) oz. Vials

<b>Major Object Class Code</b>	<b>Description</b>
1100	Personnel compensation (overtime)

2200	<i>Shipping</i>
2500	<i>Contracts and vendors (cleaning, and disinfection)</i>
2600	<i>Supplies and materials</i>

#### **Data Collection and Maintenance:**

- DATCP maintains Premise ID, Patron Number, and BTU information for accurate tracing of producer samples.
- DATCP will share this information with WVDL under a confidentiality agreement to ensure prompt response to any non-negative samples.
- DATCP maintains a dairy farm database and will ensure that producer samples are collected from each farm under statistically relevant standards.

#### **Results:**

- WVDL will record testing results, both negative and non-negative in the COFL LIMS upon completion of the test run and related quality activities (eg, review of QC).
- Results will be reported to NAHLN and to State Animal Health Officials. If there is a submitting veterinarian associated with the case, they will also receive the results.
- DATCP will receive results from WVDL within 72 hours of sample receipt.
- Other than the required reporting, collected results will remain confidential at the level of the WVDL to the extent permitted by state and federal law.
- Non-negative samples will be sent to the National Veterinary Services Laboratory (NVSL) for confirmatory testing.
- Non-negative samples will be communicated to DATCP for appropriate follow-up sampling and testing with the producer and WVDL.

#### **Expected Performances:**

##### **Outputs**

- Quarterly accomplishment reports on program activities and cooperative funding are accurate and timely and will include the total number of surveillance samples received.
- Weekly sample results communicated from WVDL to DATCP.
- Records are thorough, accurate, well organized, and maintained in accordance to approved records retention schedules.

##### **Outcomes**

- Monthly sample collection for up to 5500 dairy premises in Wisconsin that are routed through 9 NCIMS Certified Milk testing laboratories testing producer milk.
- Monthly surveillance testing for up to 5500 dairy premises in WI are conducted within 72 hours of laboratory receipt
- Affected herds are quarantined quickly to prevent the spread of disease.
- Epidemiological investigations are timely, thorough and accurate.
- All premises with affected livestock are identified and owners are educated regarding HPAI, biosecurity, reporting, and response procedures.
- Dairy herds are permitted for controlled movement following a biosecurity audit and appropriate testing.
- Fluid milk continues to flow into the food supply chain with minimal impact and low risk of food safety due to pasteurization and other intervention techniques.

#### **Data Output Reporting**

- Situation reports

- Quarterly accomplishment reports
- Data and reports are available to APHIS VS staff

## Emergency Response Cooperative Agreement Detailed Financial Plan

- Wisconsin Department of Agriculture, Trade & Consumer Protection
- HPAI Emergency Response Plan – Wisconsin National Milk Testing Strategy
- 05/14/2025

Item and Rate	Total Budget
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**Personnel**

BLS Shipping/Receiving Technician OT @ 2 hours/week for 12 months	\$2,696.72
<ul style="list-style-type: none"> <li>8 hours/month @ \$25.93 per hour (total of 104 hours)</li> </ul>	
DAH LTE Operations Program Associate@ 20 hours/week for 12 months	
<ul style="list-style-type: none"> <li>86 hours/month @ \$21.66 per hour (total of 1,040 hours)</li> </ul>	\$22,526.40
<b>Subtotal</b>	<b>\$25,223.12</b>

**Fringe Benefits**

43.61 % of salary of for BLS Shipping/Receiving Technician	\$1,176.04
7.65% of salary for DAH LTE Operations Associate	\$1,723.27
<b>Subtotal</b>	<b>\$2,899.31</b>

**Travel**

<b>Subtotal</b>	<b>\$0</b>
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**Equipment**

Disposable supplies (6x large coolers @\$36)	\$216.00
Disposable supplies (8x small coolers @\$28.53)	\$228.24
Disposable supplies (2,500, 2 oz vials @ \$0.28 per vial)	\$688.75
<b>Subtotal</b>	<b>\$1,132.99</b>

**Supplies**

<b>Subtotal</b>	<b>\$0.00</b>
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**Contractual**

Contracts to industry labs for sample collection, processing, and submission to WVDL	
Ag Source – 2,585 samples per month @ \$16.66 per month x 12	\$516,793.20
DCQI – 1,072 samples per month @ \$16.66 per month x 12	\$214,314.24
Fox Valley – 916 samples per month @ \$16.66 per month x 12	\$183,126.72
DFA MQT – 338 samples per month @ \$16.66 per month x 12	\$67,572.96
Leuther Labs – 280 samples per month @ 16.66 per month x 12	\$55,977.60
Prairie Farms – 70 samples per month @ 16.66 per month x 12	\$13,994.40
Grande – 62 samples per month @ 16.66 per month x 12	\$12,395.04
Wapsie Valley – 12 samples per month @ \$16.66 per month x 12	\$2,399.04
<b>Subtotal</b>	<b>\$1,066,573.20</b>

**Other**

	Shipping from 1 non-contracted lab to BLS	
	Medium shipping label – \$120.12/month for 12 months (includes return)	\$1,441.44
	Shipment cost of \$10.01 x 6 shipments (plus 6 returns)	
	Small shipping label – \$151.52/month for 12 months (included return)	\$1,818.24
	Shipment cost of \$12.63 x 6 shipments (plus 6 returns)	
	<b>Subtotal</b>	<b>\$3,259.68</b>
<b>Totals</b>	<b>TOTAL DIRECT COSTS</b>	<b>\$1,099,088.30</b>
	INDIRECT COSTS (20% On Total Direct Costs)	\$183,327.93
	<b>TOTAL PROJECT COSTS</b>	<b>\$1,282,416.23</b>
	<b>APHIS Cost Share</b>	<b>\$1,282,416.23</b>

**Reimbursement for expenses will be based on actual expenses as documented by preapprovals, receipts, and invoices, up to the allowable rates allowed for each type of activity or equipment, and for time as justifiable by the Situation Report and actual activities occurring on each site.**