

## Office of Partnerships Initial and Program Report Form

This progress report contains multiple sections and tabs to complete. See the instructions provided in the orange box for each page for specific information to complete each tab.

Once you have completed all applicable sections for your award, save this form using "CAP Abbreviation\_Abbreviated Association or Entity Name\_Progress Report" filename and ***E-mail your completed report excel file to your Project Manager and ORAOPDataHub@fda.hhs.gov.***

Recipient Name

Federal Award Identification Number

Report

Date Completed

Initial Report	Mid-Year Report	Annual Report

Project Period Start Date

Project End Date

Budget Period Start Date

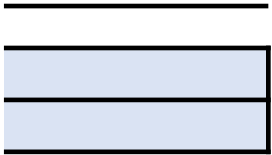
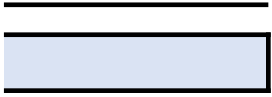
Budget Period End Date


Principal Investigator (PI)

PI Email

PI Phone


**if yes, please enter applicable updates below.**





## Office of Partnerships Cooperative Agreement Program Report Form Action Items

The text entered may exceed the space provided. "Alt+Enter" will return a new line within a text box if desired. **For questions regarding this form, contact the program manager.**

Key Definitions:

**Outcomes** the net effect of achieving the stated goals and objectives for your program and this agreement.

**Objectives** Specific impacts related to public health intended to be achieved with these funds.

**Milestones** specific actions or events benchmarking progress achieved over the course of the project period.

**Deliverables** previously agreed upon products or outputs that will result from executing your award.

**State Programmatic Goals** Broad program specific goals identified by the state regulatory program to be achieved as part of this agreement. May be achieved over the project period.

### **Initial Report (Green sections) - 90 days after NOA is issued unless otherwise communicated by Project Manager**

1. Provide a brief narrative describing the action items you've planned for this budget year.
  2. Start date (M/D/YYYY) must be for the current **budget** period unless the item was carried forward from the previous budget year.
  3. Planned end date (M/D/YYYY) must be within the **project** period. For action items that will be ongoing throughout the project use the project period.
  4. For each Performance Element (detail list provided on **Performance Elements** Tab) indicate if an action item will impact your progress for this element.
- Note: Each action item listed MUST impact at least one required performance element. See Performance Element tab for a full list of Objectives related to each element.**

Incomplete action items from a previous budget year may be carried forward to the current year at the time of the Initial Report submission. Follow instructions for carrying forward action items identified during the budget period should be entered in the additional space (Action Item number 21-25) with applicable approval information. Action items 1-20 after the submission of the initial report even if there are blank spaces still available. Unused action items can be hidden by hiding the application.

### **Mid-Year Report (Yellow sections) and Annual Report (Brown sections)**

Enter a new actual start date and end date (if different from the previously reported dates), otherwise leave blank. Select current status and percent complete. Describe progress made since the previous reporting period to date for each action item. Include any changes to plan or relevant updates since the last report (e.g., changes to previous expectations). If the performance element impacts are found to have changed, include an explanation in the space provided and re-enter the status. If an action item was completed at the time of the Mid-Year report submission and no further updates are needed at the Annual report you may skip this section.

[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Complete Personnel Report](#)

[Review Performance Elements](#)

**Initial Report Response**

**Action Item 1:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Please don't forget your impacts for this item!

**Action Item 1:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use A

**Initial Report Response**

**Action Item 2:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Please don't forget your impacts for this item!

**Action Item 2:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use A

Please don't forget your impacts for this item!

**Initial Report Response**

**Action Item 3:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

**Action Item 3:**

Actual Start Date



Actual End Date

Mid-Year Progress Report (Use /)

Please don't forget your impacts for this item!

**Initial Report Response**

**Action Item 4:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

**Action Item 4:**

Actual Start Date



Actual End Date

Mid-Year Progress Report (Use /)

Please don't forget your impacts for this item!

**Initial Report Response**

**Action Item 5:**

Planned Start Date

Planned End Date

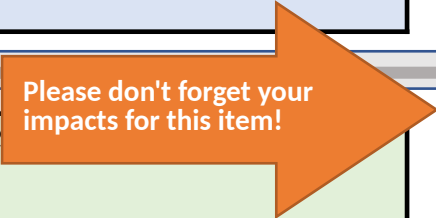
Planned Action Item Short Description

**Action Item 5:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use / for fractions)



*Initial Report Response*

**Action Item 6:**

Planned Start Date

Planned End Date

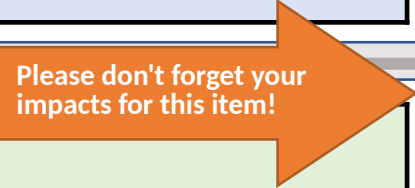
Planned Action Item Short Description

**Action Item 6:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use / for fractions)



*Initial Report Response*

**Action Item 7:**

Planned Start Date

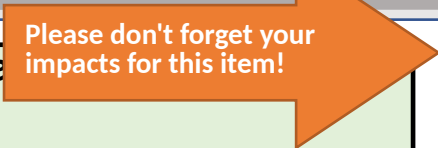
**Action Item 7:**

Actual Start Date



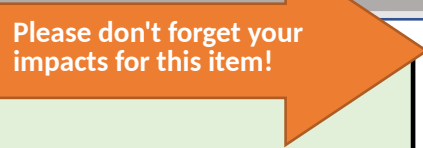
Planned End Date	<input type="text"/>
<b>Planned Action Item Short Description</b>	

Actual End Date	<input type="text"/>
<b>Mid-Year Progress Report (Use /)</b>	



<i>Initial Report Response</i>	
<b>Action Item 8:</b>	
Planned Start Date	<input type="text"/>
Planned End Date	<input type="text"/>
<b>Planned Action Item Short Description</b>	

<b>Action Item 8:</b>	
Actual Start Date	<input type="text"/>
Actual End Date	<input type="text"/>
<b>Mid-Year Progress Report (Use /)</b>	



<i>Initial Report Response</i>	
<b>Action Item 9:</b>	
Planned Start Date	<input type="text"/>
Planned End Date	<input type="text"/>
<b>Planned Action Item Short Description</b>	

<b>Action Item 9:</b>	
Actual Start Date	<input type="text"/>
Actual End Date	<input type="text"/>
<b>Mid-Year Progress Report (Use /)</b>	

Empty light blue rectangular box.

Empty light blue rectangular box.

**Initial Report Response**

Action Item 10:

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.

Please don't forget your impacts for this item!



**Action Item 10:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

**Initial Report Response**

Action Item 11:

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.

Please don't forget your impacts for this item!



**Action Item 11:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

Empty light blue rectangular box.

Empty light blue rectangular box.

**Initial Report Response**

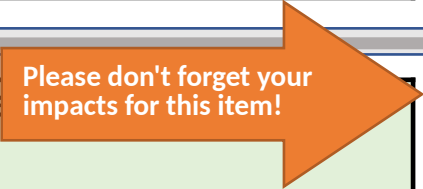
**Action Item 12:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.



**Action Item 12:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

**Initial Report Response**

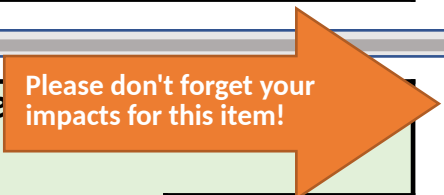
**Action Item 13:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.



**Action Item 13:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

Empty light blue rectangular box.

Empty light blue rectangular box.

**Initial Report Response**

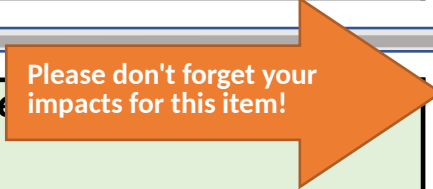
**Action Item 14:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.



**Action Item 14:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

**Initial Report Response**

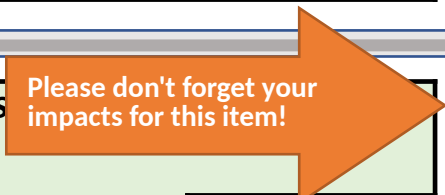
**Action Item 15:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.



**Action Item 15:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.

Empty light blue rectangular box.



**Initial Report Response**

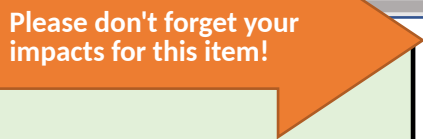
**Action Item 16:**

Planned Start Date

Planned End Date

Planned Action Item Short Description

Empty light blue rectangular box.



**Action Item 16:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue rectangular box.



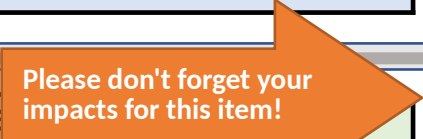
**Initial Report Response**

**Action Item 17:**

Planned Start Date

Planned End Date

Planned Action Item Short Description



**Action Item 17:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

Empty light blue box for initial report response.

Empty light blue box for initial report response.

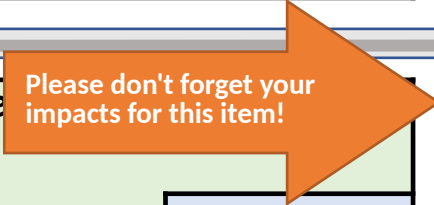
**Initial Report Response**

**Action Item 18:**

Planned Start Date

Planned End Date

Planned Action Item Short Description



**Action Item 18:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

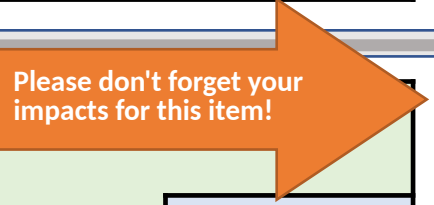
**Initial Report Response**

**Action Item 19:**

Planned Start Date

Planned End Date

Planned Action Item Short Description



**Action Item 19:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

[Empty light blue box]

[Empty light blue box]

**Initial Report Responses**

Please don't forget your impacts for this item!

**Action Item 20:**

Planned Start Date

[Empty light blue box]

Planned End Date

[Empty light blue box]

Planned Action Item Short Description

[Empty light blue box]

**Action Item 20:**

Actual Start Date

Actual End Date

Mid-Year Progress Report (Use /)

[Empty light blue box]

**Additional Action Items not originally identified and approved with the Initial Report**

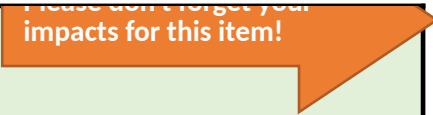
**Action Item 21:**

New Action Approved by (Enter FDA Approver)

[Empty light blue box]

Date Approved

Please don't forget your

**At time of Approval** 

**Action Item 21:**

Start Date

Planned End Date

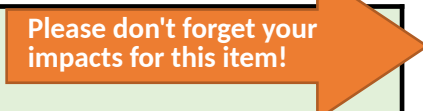
**Action Item Short Description**

**Action Item 21:**

**Mid-Year Progress Report (Use A**

**Action Item 22:**

New Action Approved by (Enter FDA Approver)  Date Approved

**At time of Approval** 

**Action Item 22:**

Start Date

Planned End Date

**Action Item Short Description**

**Action Item 22:**

**Mid-Year Progress Report (Use A**



[Empty light blue box]

[Empty light blue box]

**Action Item 23:**

New Action Approved by (Enter FDA Approver)

[Empty light blue box]

Date Approved

**Action Item 23:**

*At time of Approval*

Please don't forget your impacts for this item!



Start Date

[Empty light blue box]

Planned End Date

[Empty light blue box]

Action Item Short Description

[Empty light blue box]

**Action Item 23:**

Mid-Year Progress Report (Use A

[Empty light blue box]

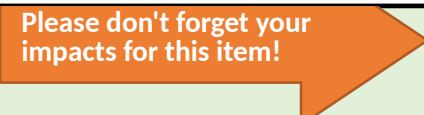
**Action Item 24:**

New Action Approved by (Enter FDA Approver)

[Empty light blue box]

Date Approved



**At time of Approval** 

**Action Item 24:**

Start Date

Planned End Date


**Action Item Short Description**

**Action Item 24:**

**Mid-Year Progress Report (Use A**

**Action Item 25:**

New Action Approved by (Enter FDA Approver)  Date Approved

**At time of Approval** 

**Action Item 25:**

Start Date

Planned End Date

**Action Item Short Description**

**Action Item 25:**

**Mid-Year Progress Report (Use A**



[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Complete Personnel Report](#)

[Review Performance Elements](#)

1

contact [ORAOPDataHub@fda.hhs.gov](mailto:ORAOPDataHub@fda.hhs.gov); for


from your application, NOA, or identified during

od end date.  
nent in the table to the far right.  
***levant to this award.***

ng submission of the Initial Report, any additional  
rmation. Please do not add new action items in  
ollicable rows to shorten the form if desired.

complete using the drop-down menus provided.  
st report (e.g. unforeseen delays or other changes  
the impacts in the table to the far right.  
the Annual report section for that item.

**Mid-Year Report Response**

Update impacts if changed! 


Action Item Status

Select
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Action Item Percent Complete

Select
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IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed! 


Action Item Status

Select
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Action Item Percent Complete

Select
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IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!


Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!


Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!


	<b>Action Item Status</b>	Select	IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.
	<b>Action Item Percent Complete</b>	Select	
<i>Alt+Enter for new line if desired)</i>			

**Mid-Year Report Response**

Update impacts if changed! 


	<b>Action Item Status</b>	Select	IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.
	<b>Action Item Percent Complete</b>	Select	
<i>Alt+Enter for new line if desired)</i>			


**Mid-Year Report Response**

Update impacts if changed! 

	<b>Action Item Status</b>	Select	IF changes are made to the performance element impacts for this action item (in the table to the far
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<input type="text"/>	<b>Action Item Percent Complete</b>	Select	action item (in the table to the far right) please explain below. Otherwise leave blank.
<i>Alt+Enter for new line if desired)</i>			

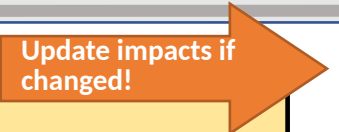
<b>Mid-Year Report Response</b>			Update impacts if changed! 
<input type="text"/>	<b>Action Item Status</b>	Select	IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.
<input type="text"/>	<b>Action Item Percent Complete</b>	Select	
<i>Alt+Enter for new line if desired)</i>			

<b>Mid-Year Report Response</b>			Update impacts if changed! 
<input type="text"/>	<b>Action Item Status</b>	Select	IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.
<input type="text"/>	<b>Action Item Percent Complete</b>	Select	
<i>Alt+Enter for new line if desired)</i>			



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**Mid-Year Report Response**




Action Item Status

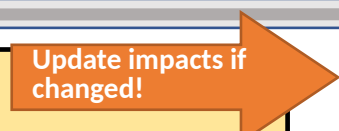
Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**




Action Item Status

Action Item Percent Complete

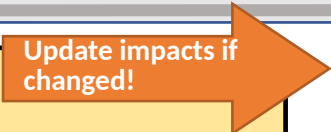
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**




Action Item Status

Select
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Action Item Percent Complete

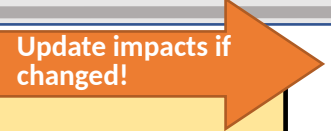
Select
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IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**




Action Item Status

Select
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Action Item Percent Complete

Select
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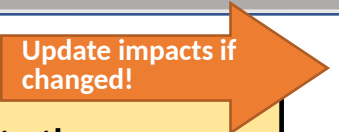
IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**




Action Item Status

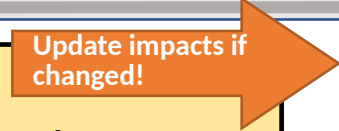
Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**




Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.


*Alt+Enter for new line if desired)*

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**Mid-Year Report Response**

Update impacts if changed!




Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!




Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!




Action Item Status

Select
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Action Item Percent Complete

Select
--------

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!




Action Item Status

Select
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Action Item Percent Complete

Select
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IF changes are made to the performance element impacts for this action item (in the table to the right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Mid-Year Report Response**

Update impacts if changed!




Action Item Status

	Select
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Action Item Percent Complete

	Select
--	--------

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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Did new action require a budget change?

	Select
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If yes, was the change J



**Mid-Year Report Response**

Update impacts if changed!

Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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<input type="text"/>	Did new action require a budget change? <input type="text" value="Select"/>	If yes, was the change J
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**Mid-Year Report Response**

Update impacts if changed!

Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

*Alt+Enter for new line if desired)*

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<input type="text"/>	Did new action require a budget change? <input type="text" value="Select"/>	If yes, was the change J
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<b>Mid-Year Report Response</b>		<b>Update impacts if changed!</b>
Action Item Status	<input type="text" value="Select"/>	IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.
Action Item Percent Complete	<input type="text" value="Select"/>	
<i>Alt+Enter for new line if desired)</i>		

<input type="text"/>	Did new action require a budget change? <input type="text" value="Select"/>	If yes, was the change J
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**Update impacts if**



**Mid-Year Report Response**

changed!

Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)



Did new action require a budget change?

If yes, was the change J

**Mid-Year Report Response**

Update impacts if changed!

Action Item Status

Action Item Percent Complete

IF changes are made to the performance element impacts for this action item (in the table to the far right) please explain below. Otherwise leave blank.

Alt+Enter for new line if desired)

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**Annual Report Response**

**Action Item 1:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 2:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 3:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 4:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 5:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** *(Use Alt+Enter for Actual line if desired)*

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 6:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report** *(Use Alt+Enter for Actual line if desired)*

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 7:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Select

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 8:**

Actual Start Date

Action Item Status

Select

Actual End Date

Action Item Percent Complete

Select

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 9:**

Actual Start Date

Action Item Status

Select

Actual End Date

Action Item Percent Complete

Select

**Annual Progress Report** (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 10:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 11:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 12:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 13:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)



[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 14:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 15:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 16:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 17:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 18:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 19:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

Annual Progress Report (Use Alt+Enter for Actual line if desired)

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

**Annual Report Response**

**Action Item 20:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

JAG approved?

Enter JAG Approver

**Annual Report Response**

**Action Item 21:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

AG approved?

Enter JAG Approver

**Annual Report Response**

**Action Item 22:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

JAG approved?

Enter JAG Approver

***Annual Report Response***

**Action Item 23:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

JAG approved?

Enter JAG Approver

**Annual Report Response**

**Action Item 24:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]

JAG approved?

Enter JAG Approver

**Annual Report Response**

**Action Item 25:**

Actual Start Date

Action Item Status

Actual End Date

Action Item Percent Complete

**Annual Progress Report (Use Alt+Enter for Actual line if desired)**

[If this Plan of Action was reported as complete at your Mid-Year Report and no additional updates are needed please skip the Annual Report Response Section. Otherwise, complete the Annual Report Response section and replace this bracketed text with your Progress Report]



IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

### Performance Elements

#### Action Item 1:

	<a href="#">Objective 1</a>	<a href="#">Objective 2</a>	<a href="#">Objective 3</a>
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

#### Action Item 2:

	<a href="#">Objective 1</a>	<a href="#">Objective 2</a>	<a href="#">Objective 3</a>
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 3:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 4:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 5:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 6:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item

**Action Item 7:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			

table to the right) for this action item please explain below. Otherwise leave blank.

<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 8:**

	<u>Objective 1</u>	<u>Objective 2</u>	<u>Objective 3</u>
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 9:**

	<u>Objective 1</u>	<u>Objective 2</u>	<u>Objective 3</u>
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 10:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 11:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 12:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 13:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 14:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 15:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 16:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 17:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			



A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 18:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.

IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 19:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

Empty light blue box for notes.

A "Yes" entry above indicates performance elements that are impacted by this action in the applicable report row.

**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 20:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Initial Report</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in the applicable report row.

Empty light blue box for notes.



IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 21:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Approval</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action item by this action for the applicable report row.

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IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 22:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Approval</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this report row.



**IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.**

**Action Item 23:**

	<u>Objective 1</u>	<u>Objective 2</u>	<u>Objective 3</u>
<i>Impacts at Approval</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this report row.

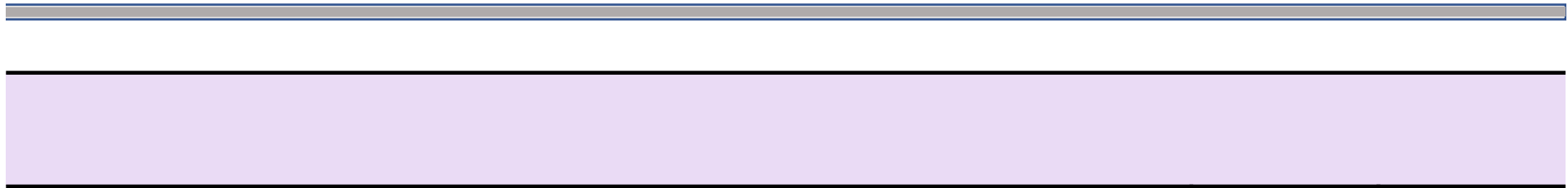


IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 24:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Approval</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			

A "Yes" entry above indicates performance elements that are impacted by this action in this action for the applicable report row.



IF changes are made to the performance element impacts (in the table to the right) for this action item please explain below. Otherwise leave blank.

**Action Item 25:**

	Objective 1	Objective 2	Objective 3
<i>Impacts at Approval</i>			
<i>Impacts at Mid-Year Report</i>			
<i>Impacts at Annual Report</i>			



*A "Yes" entry above indicates performance elements that are impacted by this action in  
by this action for the applicable report row.*



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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

item. To view objectives click the linked column heading. If there is no change to impacts identified at the previous report you may s

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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Objective 4	Objective 5	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6

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Objective 4	Objective 5	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

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<a href="#">Objective 4</a>	<a href="#">Objective 5</a>	<a href="#">Activity 1</a>	<a href="#">Activity 2</a>	<a href="#">Activity 3</a>	<a href="#">Activity 4</a>	<a href="#">Activity 5</a>	<a href="#">Activity 6</a>

*tem. To view objectives click the linked column heading. If there is no change to impacts identified at the previous report you may sl*



<a href="#">Activity 7</a>	<a href="#">Activity 8</a>	<a href="#">Activity 9</a>	<a href="#">Activity 10</a>	<a href="#">Activity 11</a>	<a href="#">Activity 12</a>	<a href="#">Activity 13</a>

*kip this table. If a change is needed (either to remove or add an impacts) enter "Yes" for all objectives impacted*



<a href="#">Activity 7</a>	<a href="#">Activity 8</a>	<a href="#">Activity 9</a>	<a href="#">Activity 10</a>	<a href="#">Activity 11</a>	<a href="#">Activity 12</a>	<a href="#">Activity 13</a>

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Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13

*kip this table. If a change is needed (either to remove or add an impacts) enter "Yes" for all objectives impacted*

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Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13

*kip this table. If a change is needed (either to remove or add an impacts) enter "Yes" for all objectives impacted*

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Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13

kip this table. If a change is needed (either to remove or add an impacts) enter "Yes" for all objectives impacted

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Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13

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Activity 7	Activity 8	Activity 9	Activity 10	Activity 11	Activity 12	Activity 13


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<a href="#">Activity 7</a>	<a href="#">Activity 8</a>	<a href="#">Activity 9</a>	<a href="#">Activity 10</a>	<a href="#">Activity 11</a>	<a href="#">Activity 12</a>	<a href="#">Activity 13</a>

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Complete the in-kind, personnel, additional concerns or issues information for the Mid-Year and Annual Report Updates. At the Mid-Year you need only complete your Annual Report and resend the template.

The text entered may exceed the space provided. "Alt+Enter" will return to the top of the page.

**Key Definitions:**

**Outcomes** the net effect of achieving the stated goals and objectives for your program.

**Objectives** Specific impacts related to public health intended to be achieved within a defined time period.

**Milestones** specific actions or events benchmarking progress achieved over the course of the program.

**Deliverables** previously agreed upon products or outputs that will result from the program.

**State Programmatic Goals** Broad program specific goals identified by the state.

---

**Grant Track (select):**

**Budget Period (select):**

---

**Mid-Year and Annual Reports**

Detailed Progress Report on the Recipient meeting the project fields on the brown marked rows provided.

Note: This form is intended to capture your progress narrative

**Performance Elements**

Objective 1

Objective 1

Annual Report Updates:

Objective 2

<b>Objective 2</b>	Annual Report Updates:
<b>Objective 3</b>	
<b>Objective 3</b>	Annual Report Updates:
<b>Objective 4</b>	

<b>Objective 4</b>	Annual Report Updates:
<b>Objective 5</b>	
<b>Objective 5</b>	Annual Report Updates:
<b>Activity 1</b>	

<b>Activity 1</b>	Annual Report Updates:
<b>Activity 2</b>	
<b>Activity 2</b>	Annual Report Updates:
<b>Activity 3</b>	

<b>Activity 3</b>	Annual Report Updates:
<b>Activity 4</b>	
<b>Activity 4</b>	Annual Report Updates:
<b>Activity 5</b>	



<b>Activity 5</b>	Annual Report Updates:
<b>Activity 6</b>	
<b>Activity 6</b>	Annual Report Updates:
<b>Activity 7</b>	

<b>Activity 7</b>	Annual Report Updates:
<b>Activity 8</b>	
<b>Activity 8</b>	Annual Report Updates:
<b>Activity 9</b>	

<b>Activity 9</b>	Annual Report Updates:
<b>Activity 10</b>	
<b>Activity 10</b>	Annual Report Updates:
<b>Activity 11</b>	

<b>Activity 11</b>	Annual Report Updates:
<b>Activity 12</b>	
<b>Activity 12</b>	Annual Report Updates:
<b>Activity 13</b>	

Activity 13	Annual Report Updates:
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### Mid-Year and Annual Reports

Provide at least one goal for your program for this budget period	
<b>State Programmatic Goals for this track</b>	
State Goal 1	[Replace bracketed text with your response]
State Goal 1	Annual Report Updates:
State Goal 2	[Replace bracketed text with your response]

<b>State Goal 2</b>	Annual Report Updates:
<b>State Goal 3</b>	[Replace bracketed text with your response]
<b>State Goal 3</b>	Annual Report Updates:
<b>State Goal 4</b>	[Replace bracketed text with your response]
<b>State Goal 4</b>	Annual Report Updates:
<b>State Goal 5</b>	[Replace bracketed text with your response]
<b>State Goal 5</b>	Annual Report Updates:

<b>State Goal 6</b>	[Replace bracketed text with your response]
<b>State Goal 6</b>	Annual Report Updates:
<b>State Goal 7</b>	[Replace bracketed text with your response]
<b>State Goal 7</b>	Annual Report Updates:
<b>State Goal 8</b>	[Replace bracketed text with your response]
<b>State Goal 8</b>	Annual Report Updates:
<b>State Goal 9</b>	[Replace bracketed text with your response]
<b>State Goal 9</b>	Annual Report Updates:

<b>State Goal 10</b>	[Replace bracketed text with your response]
<b>State Goal 10</b>	Annual Report Updates:



### Mid-Year and Annual Reports

<b>Special Project Report (DO NOT complete this section if a Sp</b>	
<b>Special Project Goals</b>	
<b>Special Project</b>	[Replace bracketed text with your response]
<b>Annual Report Updates (If Applicable)</b>	[Replace bracketed text with your response]





**Office of Partnerships Program Report**  
**Progress on Program Elements Report Form**

tion and status, progress, deliverables and meetings/activities in the fields provided below. Fields are pr  
ete the yellow sections for your submission. At the Annual report use the brown sections enter any upda

n a new line within a text box if desired. For questions regarding this form, contact [ORAOPDataHub@fda.hhs](mailto:ORAOPDataHub@fda.hhs)

program and this agreement.  
with these funds.  
ne course of the project period.  
n executing your award.  
te regulatory program to be achieved as part of this agreement. May be from your application, NOA, or identified




ect objectives/activities/milestones/outcomes detailed in the cooperative agreement, p  
 ve. You do not need to include details that will be documented with your other Mid-Year

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	
Select	Select	
Select	Select	[If this Performance Element was reported as the Annual Report Response row and replace 1
Select	Select	

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Special Project was not included as part of your award) Note: the end of project report re

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Select	Select	
Select	Select	[If this Performance Element was reported as the Annual Report Response row and replace 1





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**Progress Narrative**  
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**Progress Narrative**  
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**Progress Narrative**  
(Use Alt+Enter for new line if

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, etc. Enter your Mid-Year information for each performance element in the Annual Report Response row. Please include a reference to the applicable document in the Annual Report Response row.

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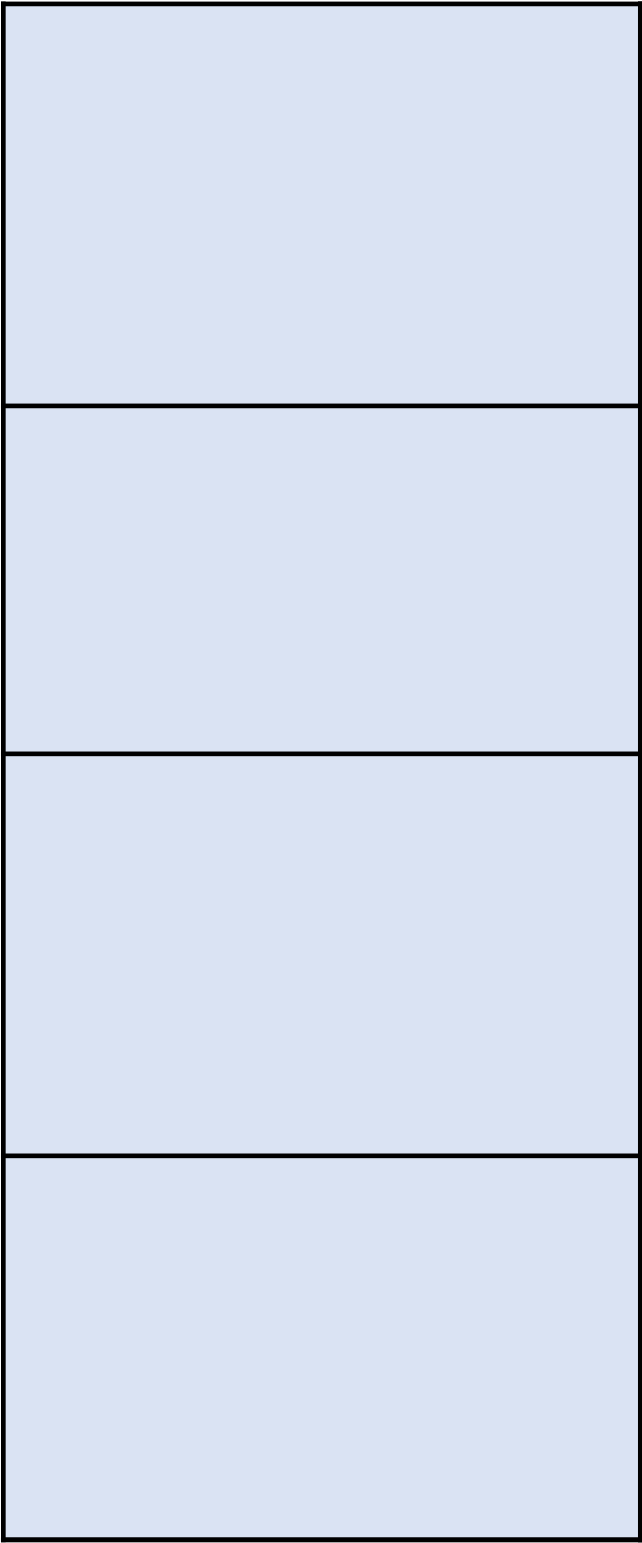
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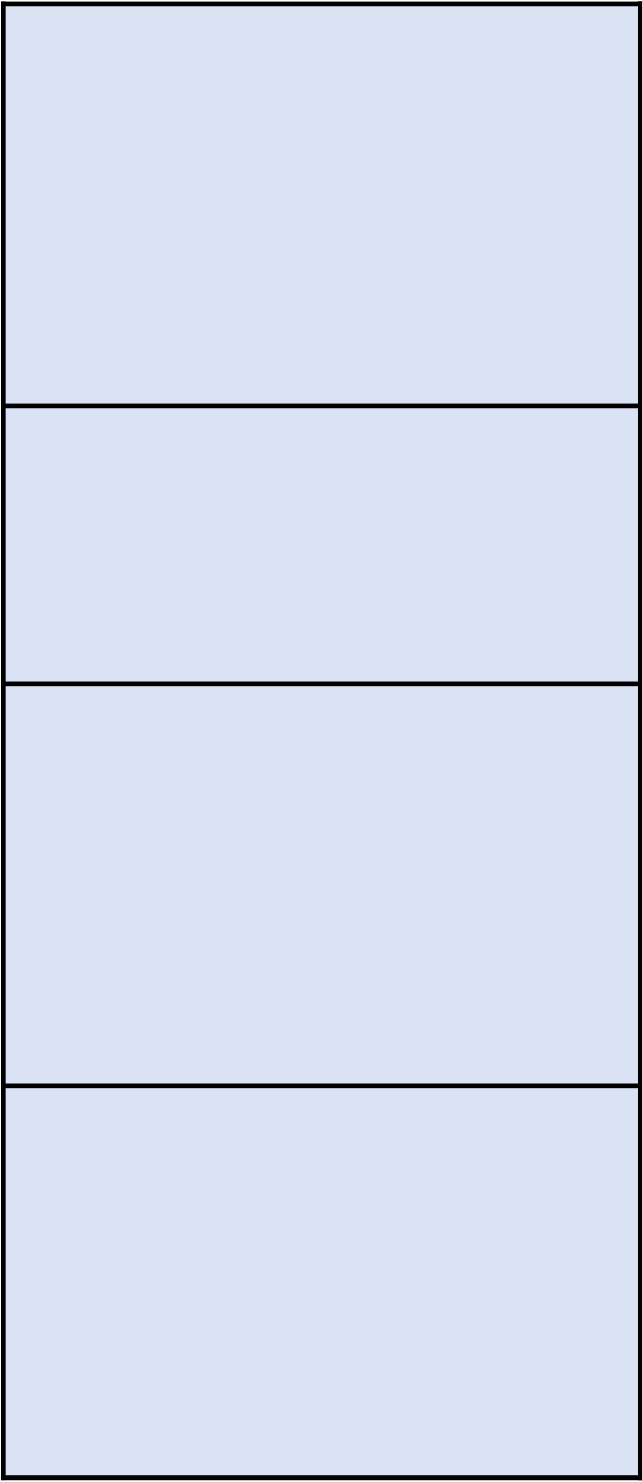
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ent when appropriate.

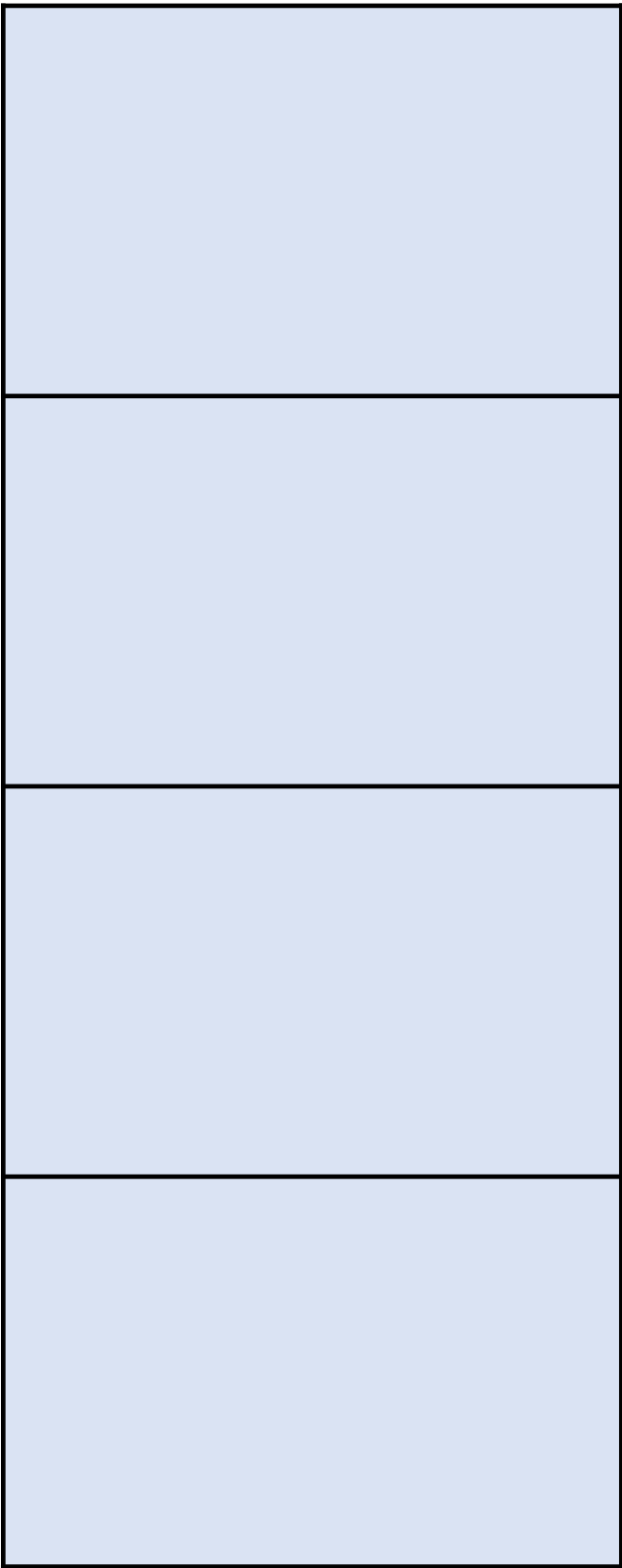
**Deliverables**

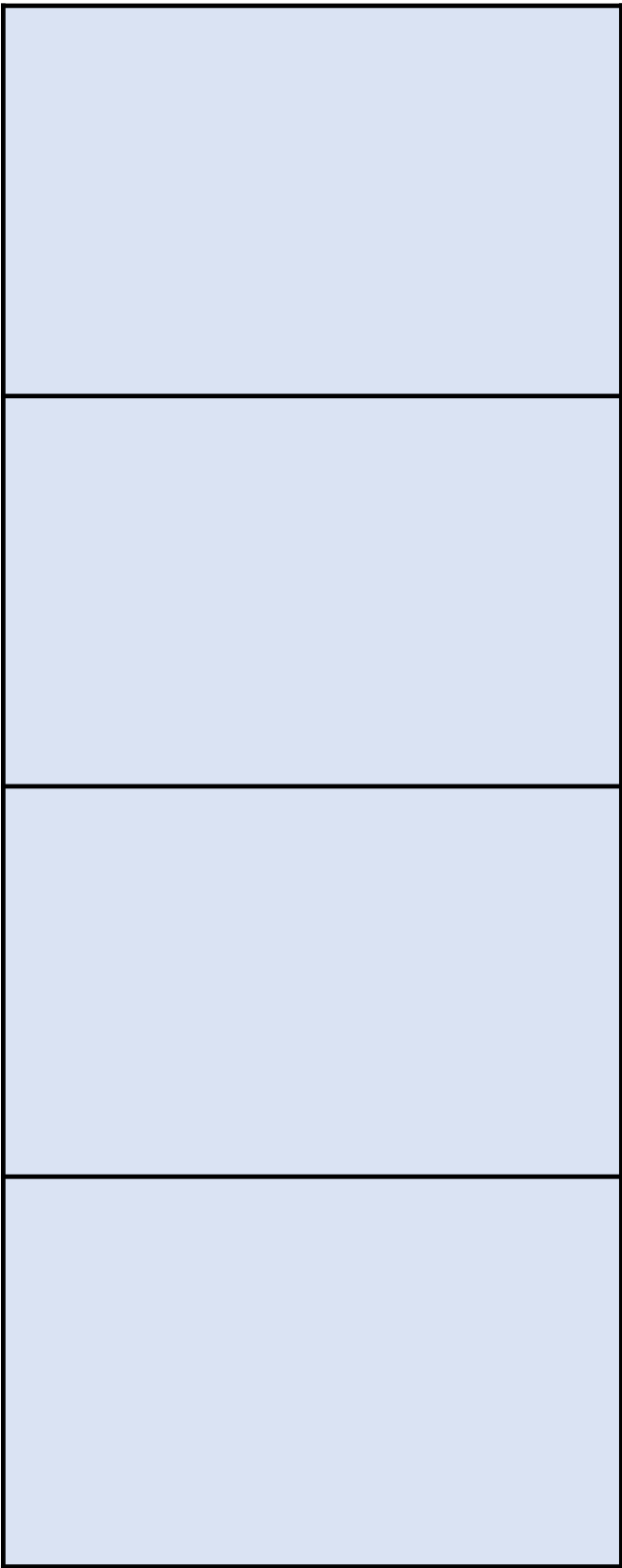
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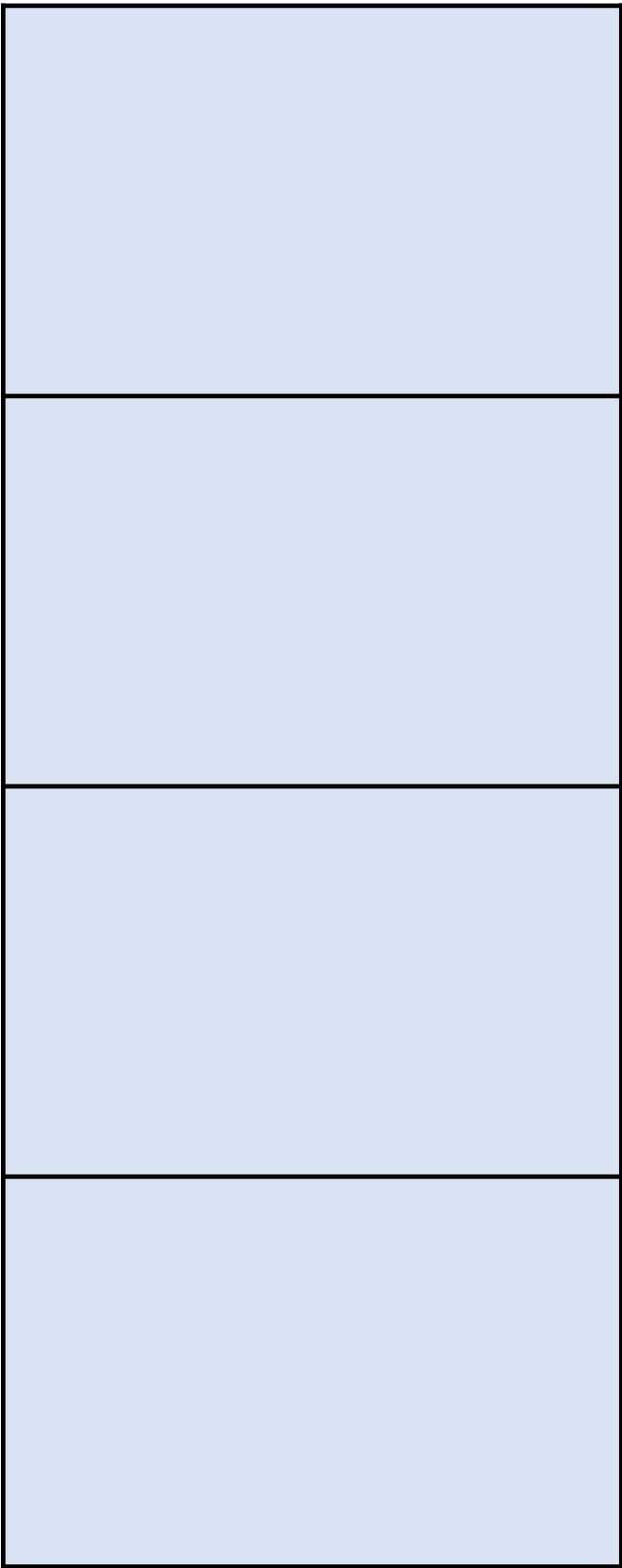


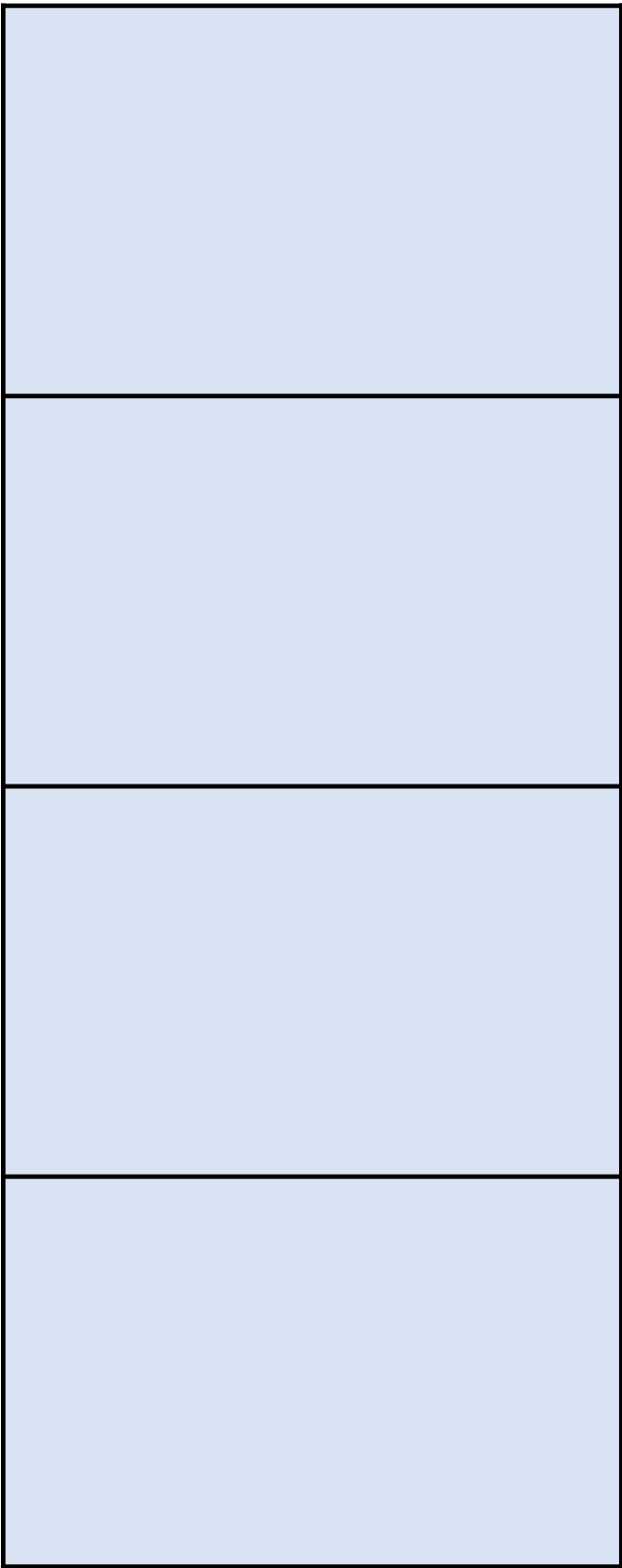


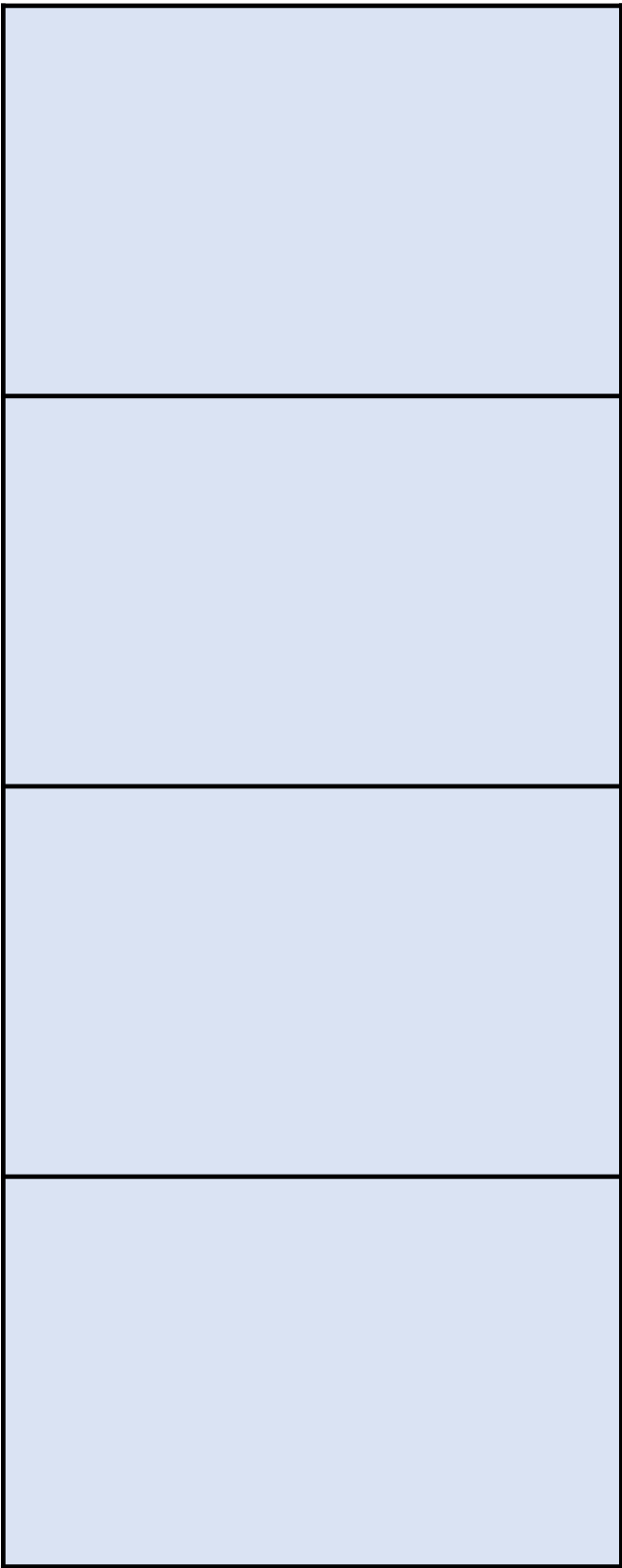


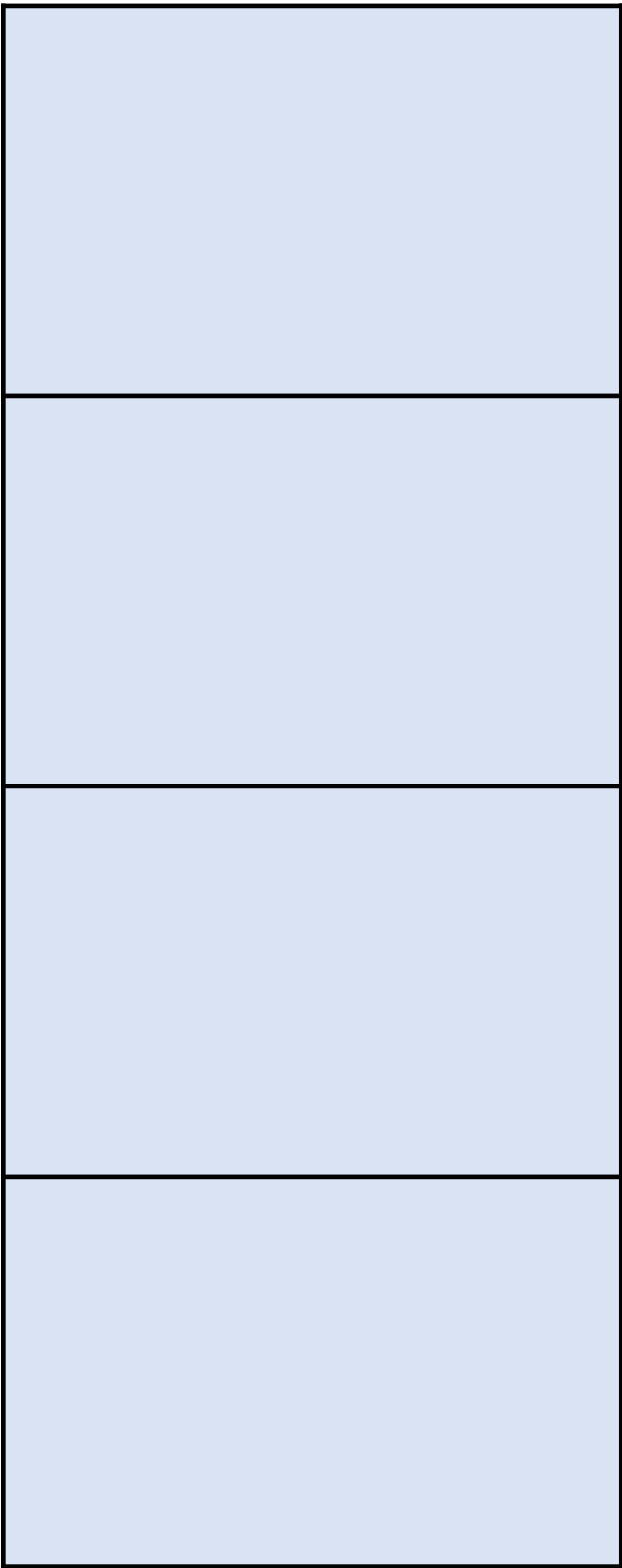












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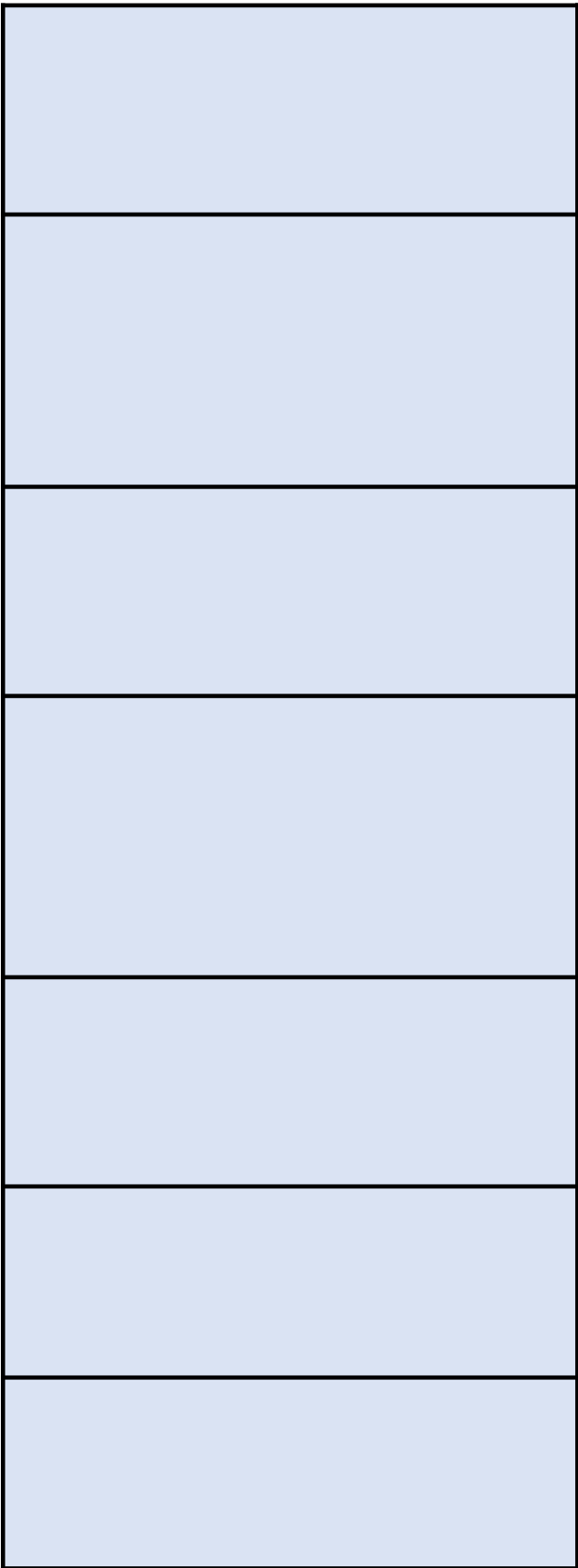
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omission.

<b>Deliverables</b> (Use Alt+Enter for new line if desired)



updates for your Annual Report in the light blue

Select Yes in the table below if this

<b>Meetings/Activities</b> (Use Alt+Enter for new line if desired)	<b>Standard 1</b>	<b>Standard 2</b>











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	Select Yes in the table below if this	
<b>Meetings/Activities</b> (Use Alt+Enter for new line if desired)	<b>Standard 1</b>	<b>Standard 2</b>










	Select Yes in the table below if this	
<b>Meetings/Activities</b> (Use Alt+Enter for new line if desired)	<b>Standard 1</b>	<b>Standard 2</b>



narrative includes progress for one or more of the regulatory program

Standard 3	Standard 4	Standard 5	Standard 6











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**narrative includes progress for one or more of the regulatory program**

<b>Standard 3</b>	<b>Standard 4</b>	<b>Standard 5</b>	<b>Standard 6</b>








**narrative includes progress for one or more of the regulatory program**

<b>Standard 3</b>	<b>Standard 4</b>	<b>Standard 5</b>	<b>Standard 6</b>





**standards if applicable:**

Standard 7	Standard 8	Standard 9	Standard 10











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standards if applicable:			
Standard 7	Standard 8	Standard 9	Standard 10








standards if applicable:			
Standard 7	Standard 8	Standard 9	Standard 10











## Office of Partnerships Program Report Agreement Specific Questions (Required unless

The following questions are specific reporting requirements under the FOA. If you have already addressed the requirements below in your program narrative please reference the applicable section in the narrative. If you have addressed the requirement elsewhere in the form please provide a response below. If a response is organized in tabular format, a separate excel file(s) may be attached to your email submission with the applicable filename in the field below.

For the Annual Response, please review your Mid-Year Response before providing updates for the year. Responses should only include activity since the last reporting period.

Use "Alt + Enter" to return a new line. Text entered may exceed the visible field space if needed.

[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Complete FOA Requirements](#)

[Complete Additional Questions](#)

[Com](#)

---

### Mid-Year Program Response

**Agreement Specific Requirements - Provide a reference to the applicable accompanying data file that addresses the requirement OR enter the req**

Estimated total of in-kind budget contributions toward accomplishing the goal of the agreement during the reporting period:

Estimated in-kind budget contribution narrative:

Status Report on the purchasing, development, and operational readiness of software purchased.

--

**How many Full Time Employees (or FTE Equivalent) are currently employed in your state program to routinely conduct manufactured food inspections and related operations?**

**Comments on FTEs currently employed in your state program to routinely conduct manufactured food inspections and related operations:**

**Provide a status report on the hiring and training of cooperative agreement funded personnel and other manufactured food program personnel:**

**Key personnel (minimum of two) must attend an annual face-to-face meeting (frequency determined by the FDA OP) as a condition of the award.**

**Select Yes or No if this requirement has been met as of the date of this report.**

--

**Pending issues or concerns that may affect accomplishing the objectives of the award:**

--

### Meetings

List meetings held, participants, summaries of issues discussed, decisions made, and actions taken.

	Meeting title or short description	Date (M/D/YYYY)	Ager
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			




**(Optional) Anything else you would like to report related to your project**

**t Form**  
**otherwise noted)**

ly provided the requested information for any of  
the space provided. If you have not already  
nse would include submission of data that can  
ion of this report. Provide a reference to the  
  
- this reporting period, your Annual response  
  
ed.

[Review Performance  
Elements](#)

[Complete Personnel Report](#)

[Complete Budget Report](#)

**Action item(s) from the progress narrative page or  
requested information in the field(s) provided below.**

**s of the cooperative**

\$0.00

**s of any equipment, computers, or**

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ed in your state d operations?	
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eting (as eport and provide	Select
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**and goals of the cooperative agreement, and proposed solutions:**

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made, action items, and responsible parties.

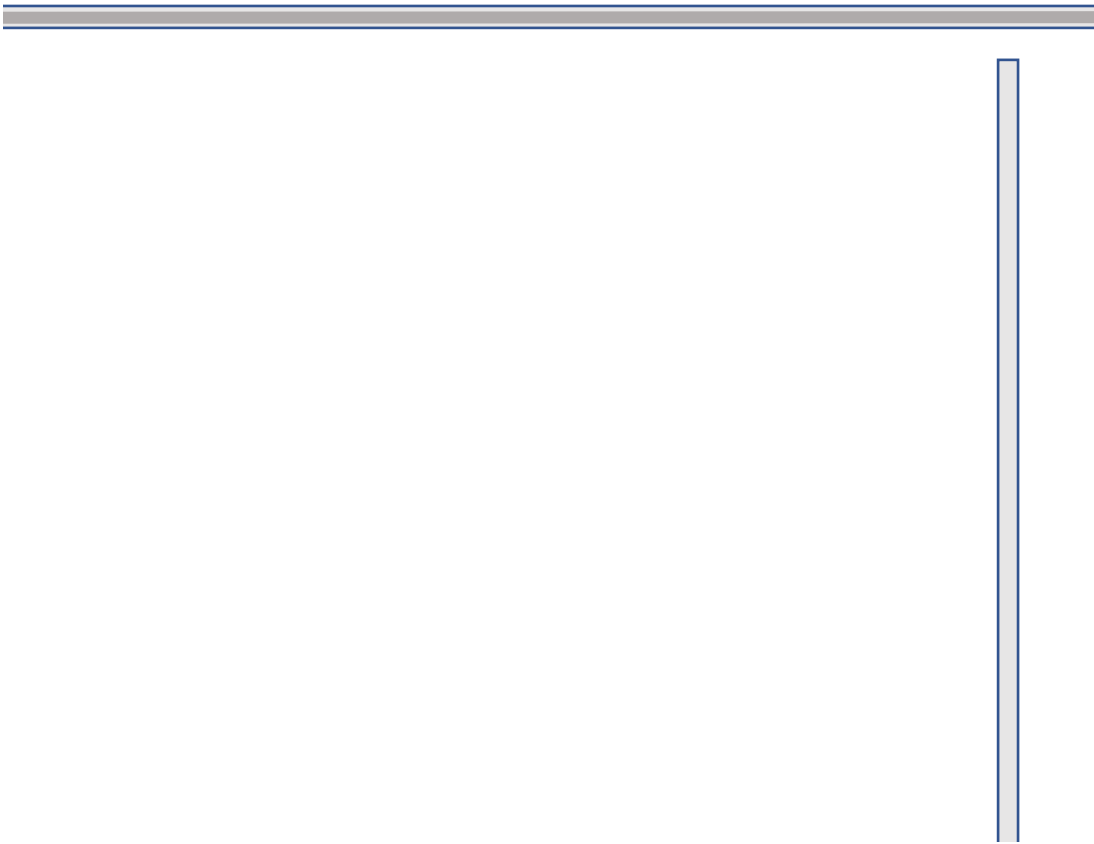







**that is not reported elsewhere on this form:**

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## Annual Program Response

**Agreement Specific Requirements - Provide a reference to the applicable action item(s) accompanying data file that addresses the requirement OR enter the requested information.**

Estimated total of in-kind budget contributions toward accomplishing the goals of the cooperative agreement during the reporting period:

Estimated in-kind budget contribution narrative:

Status Report on the purchasing, development, and operational readiness of any equipment or software purchased.



--

**How many Full Time Employees (or FTE Equivalent) are currently employed in your state program to routinely conduct manufactured food inspections and related operations?**

**Comments on FTEs currently employed in your state program to routinely conduct manufactured food inspectors and related operations:**

--

**Provide a status report on the hiring and training of cooperative agreement funded personnel and other manufactured food program personnel:**

--

**Key personnel (minimum of two) must attend an annual face-to-face meeting (as determined by the FDA OP) as a condition of the award.**

**Select Yes or No if this requirement has been met as of the date of this report and**

--

**Pending issues or concerns that may affect accomplishing the objectives and goals of th**

--

**Meetings**

List meetings held, participants, summaries of issues discussed, decisions made, action it

*Note: it is only necessary to report activities that have occurred since the previous report s*






**(Optional) Anything else you would like to report related to your project that is not rep**

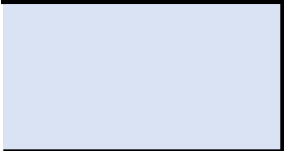
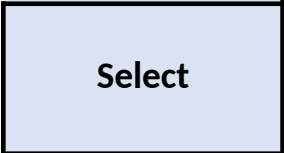
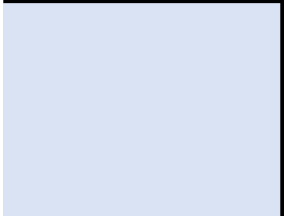
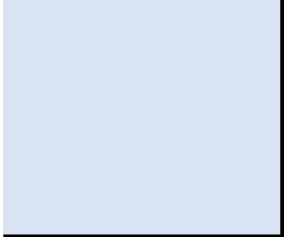
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from the progress narrative page or  
ation in the field(s) provided below.

\$0.00

ment, computers,



the cooperative agreement, and proposed solutions:

ems, and responsible parties.

*submission.*






orted elsewhere on this form:

A large, empty rectangular box with a light blue background and a black border, intended for additional information.




**Office of Partnerships**  
**Additional Questions (Required)**

Please answer the additional questions listed below as they pertain to your agreement.  
Use "Alt + Enter" to return a new line. Text entered may exceed the visible field space if needed.

[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Complete](#)

[Complete FOA Requirements](#)

[Complete Additional Questions](#)

[Complete Person](#)

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**Mid-Year Progress Response**

**Public Health Impacts**

Please answer the following specific questions related to your cooperative agreement:  
**Specific** (simple, sensible, significant).  
**Measurable** (meaningful, motivating).  
**Achievable** (agreed, attainable).  
**Relevant** (reasonable, realistic and resourced, results-based).  
**Time bound** (time-based, time limited, time/cost limited, timely, time-sensitive).

Please describe the public health impact of your activities under this cooperative agreement.

Please describe how your activities have facilitated long-term improvements

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Please describe any other relevant outcomes not reported elsewhere (e.g. yo



**Program Report Form**  
**(required unless otherwise noted)**

[Review Performance Elements](#)

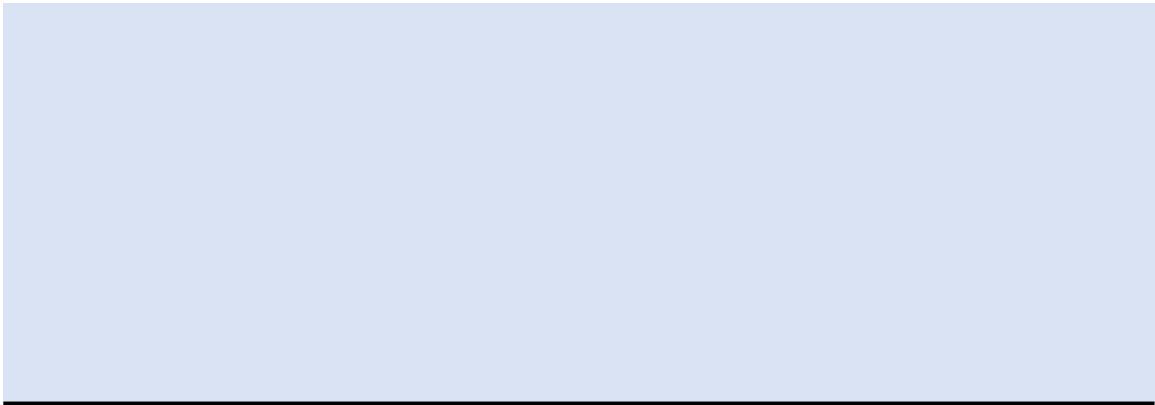
[Annual Report](#)

[Complete Budget Report](#)

agreement using SMART guidance:

ative).

ative agreement.

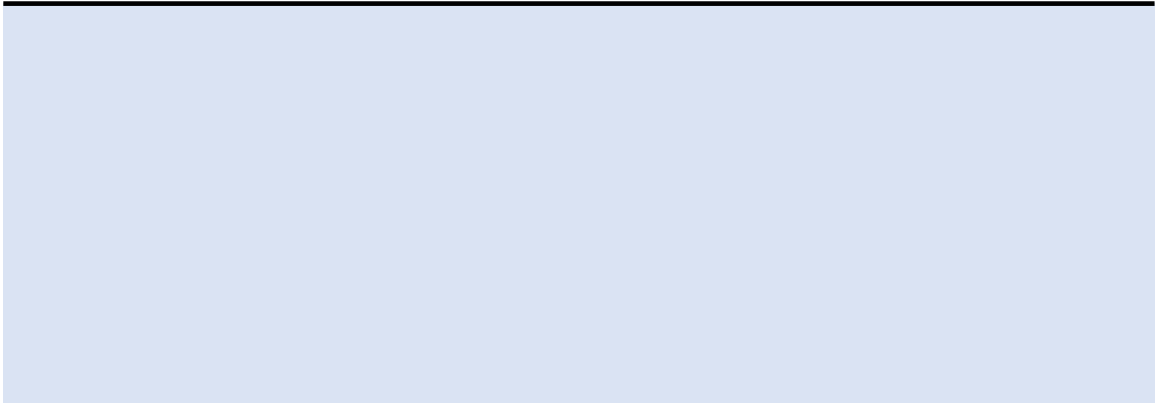


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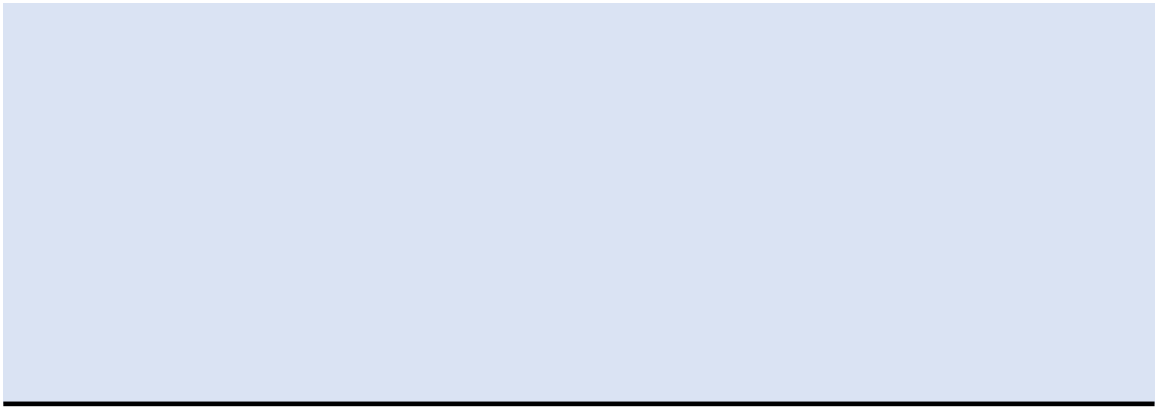
to the national food safety system under this cooperative agreement.



our interpretation of project results).







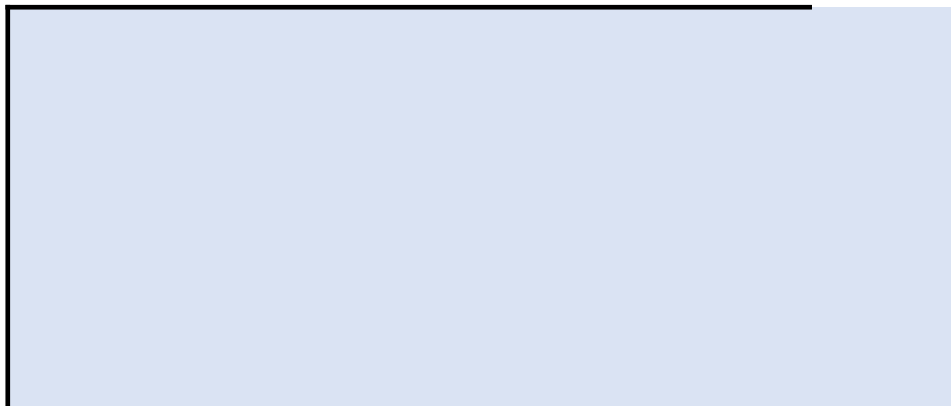
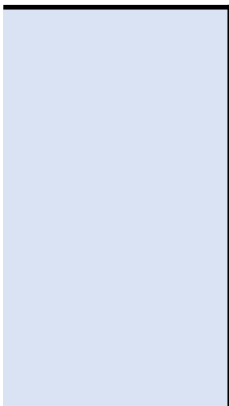
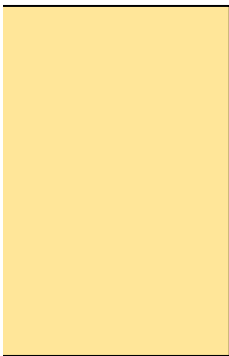


## Annual Progress Response

### Public Health Impacts

Please answer the following specific questions related to your activity:  
**Specific** (simple, sensible, significant).  
**Measurable** (meaningful, motivating).  
**Achievable** (agreed, attainable).  
**Relevant** (reasonable, realistic and resourced, results oriented).  
**Time bound** (time-based, time limited, time/cost limited).

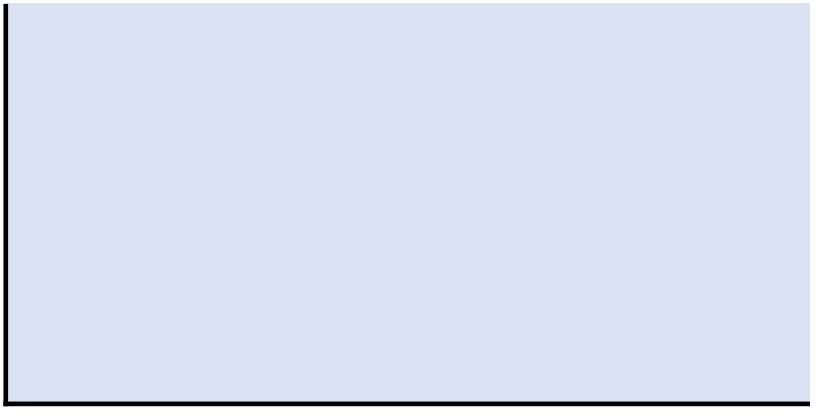
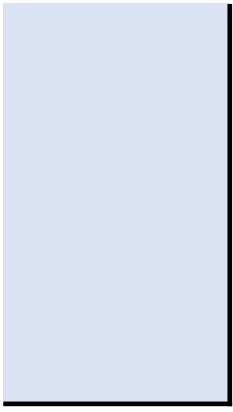
Please describe the public health impact of your activity.





Please describe how your activities have facilitated lc

Please describe any other relevant outcomes not rep



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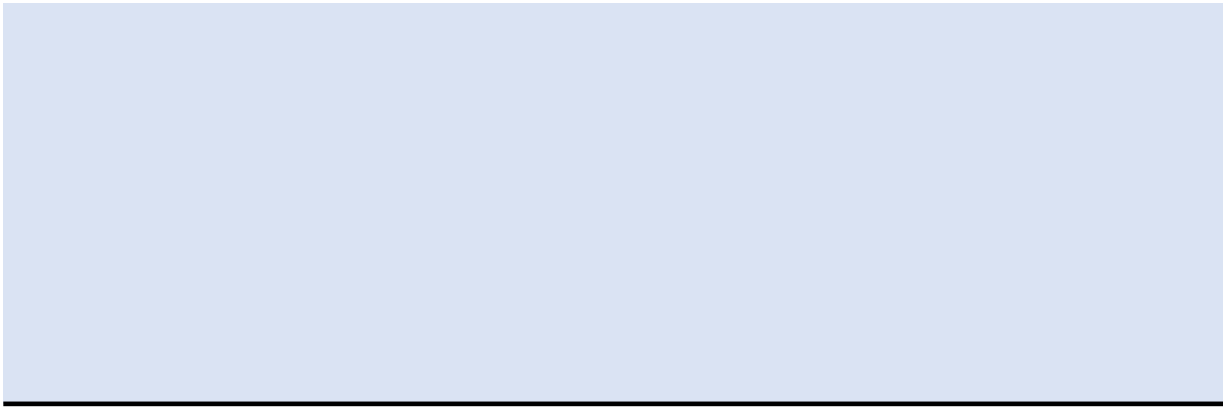
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ed to your cooperative agreement using SMART guidance:

s-based).  
nited, timely, time-sensitive).

ivities under this cooperative agreement.

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long-term improvements to the national food safety system under this cooperativ

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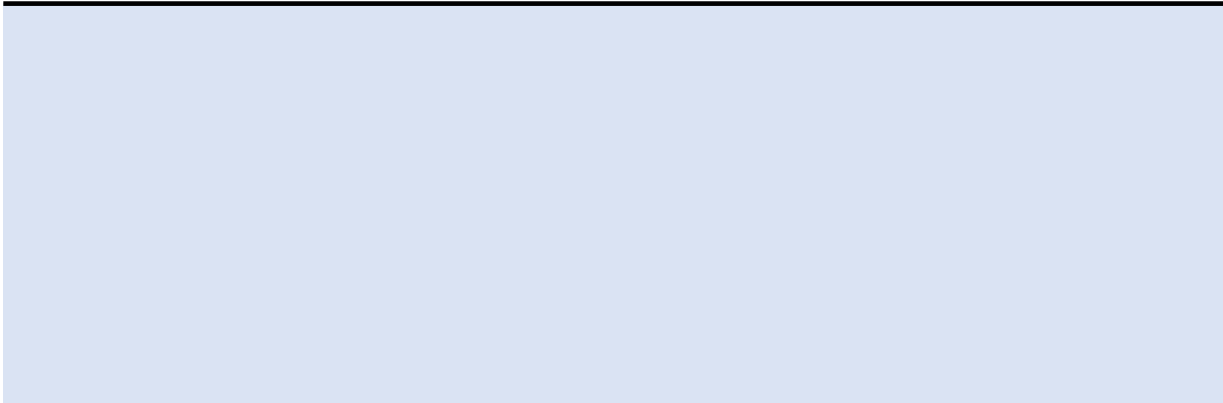


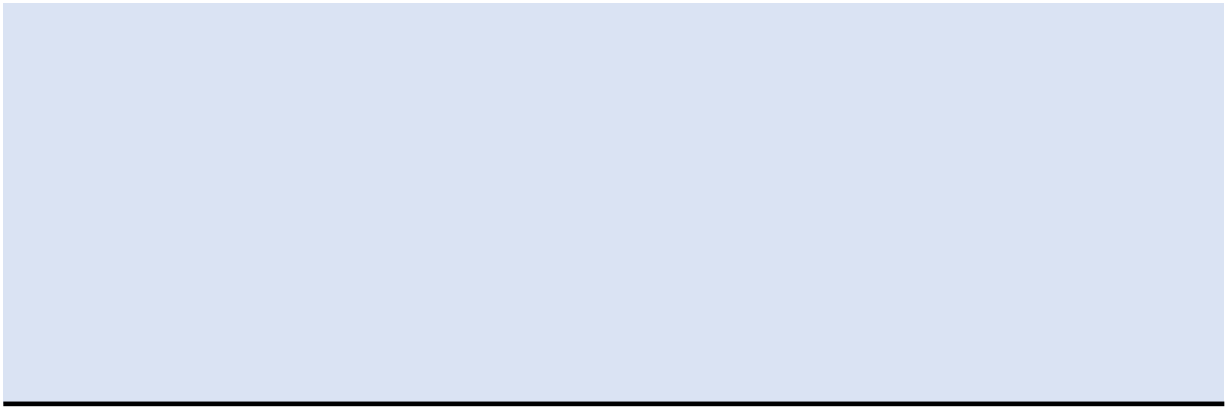
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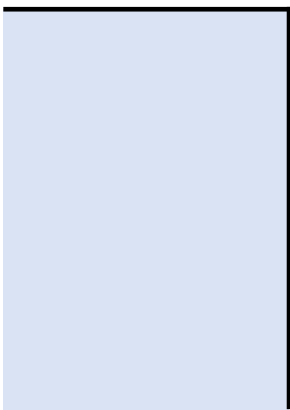
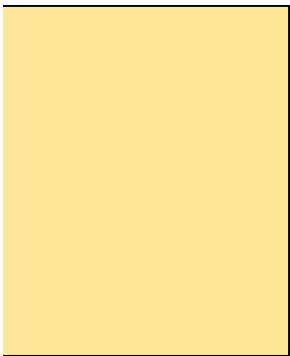
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orted elsewhere (e.g. your interpretation of project results).

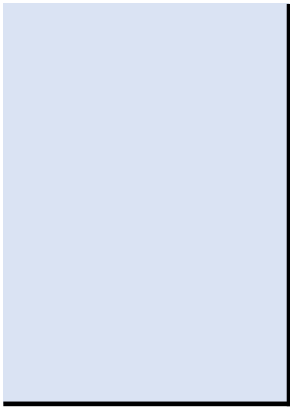
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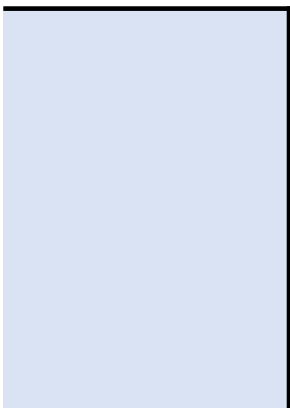
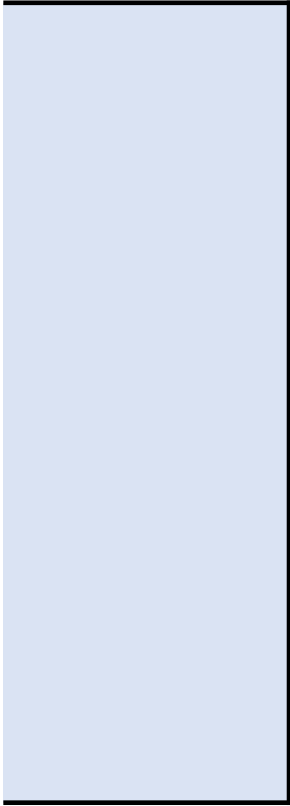


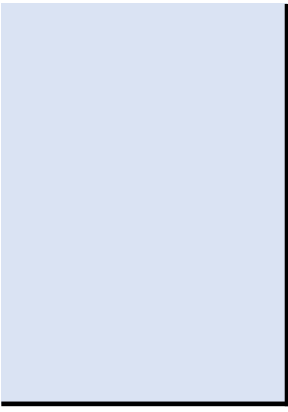






e agreement.





## Office of Partnerships Program Report Form Personnel

**Mid-Year Report:** Provide the information for each CAP project funded staff member. Include the number of months funded for this budget period funded project personnel = 12.00 months.

**Annual Report:** Please review the information you provided at the Mid-Year report. Confirm whether or not there were any personnel changes from changes occurred, no further action is needed. If changes did occur, please update the information as needed and use the drop-down to note the personnel removed or added that was not previously discussed with your project manager) include a short explanation.

If an individual is added at the annual report add their information as with the Mid-Year report but note they are new personnel with the drop-down previously reported will no longer work on the project leave their name, title, project role and actual months funded but note their removal using t

[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Complete Personnel Report](#)

[Review Performance Elements](#)

### Mid-Year Personnel Report

	Name <i>(last name, first name)</i>	Title	Project Role	Months Funded <i>(# calendar mos)</i>
1				
2				
3				
4				
5				

6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

33				
34				
35				

only rounded to the nearest hundredth (XX.XX). Fully  
n your Mid-Year using the drop-down provided. If no  
nature of the changes. For substantial changes (e.g.  
/n under personnel changes. If an individual  
he drop-down.

**Annual Personnel Report**

Select appropriate response:

Select

**Personnel Changes?**

**Explanation for significant personnel changes**

Select

Select

Select

Select

Select



Select	
Select	
Select	

\*If adding or removing personnel please update their name, title, project role, and months funded as applicable.









## Office of Partnerships Program Report Form Budget

### **Mid-Year (Yellow sections)**

Enter Total Budgeted at the time of report submission (i.e. include any approved changes from the budget listed in the NOA), Expended to Date and Projected expenses at the time of report submission.

Projected expenses is pre-set to calculate by subtracting expended to date from the total budgeted and should include all planned expenditures through the end of the time of submission you no longer plan to expend the total budget within that category) please clear the embedded formula and enter the projected expenses at section provided.

For "Other 1-4" expenses only replace the bracketed text with a short detail description; e.g. "Other 1 user expense description".

Items 16-19 are not required at the Mid-Year but fields are provided as it is helpful to provide potential estimates for these as early as possible.

### **Annual Report (Brown sections)**

The Annual Total Budgeted is pre-set to equal the Mid-Year Total Budgeted but the embedded formula should be cleared and the correct amount entered if changed. Enter the total expended from the start of the budget period to the time of Annual report submission.

The Projected Expenses are pre-set to calculate by subtracting the Annual Total Budgeted from the Annual Expended to Date but this formula should be cleared. Items 16-19 are requested at the Annual Report submission.

\*Note: Annual Total Budgeted is pre-set equal to Mid-Year Total budgeted and Mid-Year and Annual Projected expenses are pre-set as calculated using numbers entered if different.

Expenses		Mid-Year Total Budgeted	Annual Total Budgeted* <small>Only required if changed from Mid-Year Total Budgeted</small>	Mid-Year Expended to Date <small>Start of budget period to date of Mid-Year Report</small>
1	<b>Total Salary, Wages, and Fringe Benefits</b>	\$0.00	\$0.00	\$0.00
2	<b>Equipment</b>	\$0.00	\$0.00	\$0.00
3	<b>Travel</b>	\$0.00	\$0.00	\$0.00
4	<b>Materials and Supplies</b>	\$0.00	\$0.00	\$0.00
5	<b>Publication Costs</b>	\$0.00	\$0.00	\$0.00
6	<b>Consultant Services</b>	\$0.00	\$0.00	\$0.00
7	<b>ADP/Computer Services</b>	\$0.00	\$0.00	\$0.00
8	<b>Subawards/Contractual Costs</b>	\$0.00	\$0.00	\$0.00
9	<b>Equipment/Facility Rental/User Fees</b>	\$0.00	\$0.00	\$0.00
10	<b>Federal F&amp;A (Indirect Costs)</b>	\$0.00	\$0.00	\$0.00
11	<b>Other 1 [Replace only bracketed text]</b>	\$0.00	\$0.00	\$0.00
12	<b>Other 2 [Replace only bracketed text]</b>	\$0.00	\$0.00	\$0.00
13	<b>Other 3 [Replace only bracketed text]</b>	\$0.00	\$0.00	\$0.00
14	<b>Other 4 [Replace only bracketed text]</b>	\$0.00	\$0.00	\$0.00
15	<b>Total Budget</b>	\$0.00	\$0.00	\$0.00
16	<b>Estimated current obligated funds</b>	\$0.00	\$0.00	
17	<b>Carryover I will be requesting</b>	\$0.00	\$0.00	
18	<b>New funding request</b>	\$0.00	\$0.00	
19	<b>Total Requested for next budget period</b>	\$0.00	\$0.00	
		<b>Mid-Year Report Comments</b>		

20	<b>Additional Budget Comments:</b>	
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*(Use Alt+Enter for new line if desired)*

penses. Expended to date should include all expenses from the start of the project  
d of the budget period. If the calculated projected expenditures is incorrect (e.g. at  
the time of submission and include an explanation in the Mid-Year Report Comment

nges have been made since the time of the Mid-Year report submission.

l and the correct amount entered if needed. Include an explanation in the Annual Re



the Total Budgeted minus Expended. These formulas should be cleared and actual

Annual Expended to Date	Mid-Year Projected Expenses*	Annual Projected Expenses*
Start of budget period to date of Annual Report	From date of Mid-Year Report to budget period end	From date of Annual Report to budget period end
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
Annual Report Comments		













**Program Performance Elements:**

Planned Action Items should impact at least one or more of the following Objectives and Activities required under this agreement.

Terminology:

**Objectives** are considered to be the **primary performance elements or primary outcomes** for this award.

**Activities** are considered to be the **secondary performance elements or sub-outcomes** that support the Objectives for this award.

**Action Items** are tasks the awardee will execute to make progress toward, or complete Objectives and Activities for this award.

[Complete Coversheet](#)

[Complete Progress Narrative](#)

[Review Performance Elements](#)

[Complete FOA Requirements](#)

[Complete Additional Questions](#)

[Complete Personnel Report](#)

[Complete Budget Report](#)

**Primary Outcomes - Objectives**

Objective 1.

Objective 2.

Objective 3.

Objective 4.

Objective 5.

**Secondary Sub-Outcomes - Activities**

Activity 1.

Activity 2.

Activity 3.

Activity 4.

Activity 5.

Activity 6.

Activity 7.
Activity 8.
Activity 9.
Activity 10.
Activity 11.
Activity 12.
Activity 13.

|

|