Office of Partnerships Cooperative Agreement Program Report Form

This template is intended to serve as your Office of Partnerships program reporting instrument for this agreement. Please complete each report (Mid-Y
Annual) in accordance with the reporting cycle and deadlines for this budget period and as directed by your project manager and NOA. For each subsec
report deadline, add any new information since the last submission in the appropriate section and re-submit this template.

This program report contains multiple sections and tabs by award track to complete. See your Notice of Award (NOA) or contact your program manage
confirm which tracks are applicable to your award.

Save this form early and often using "FFM__[*Abbreviated State*]_[*Abbreviated Agency Name*]_[*Current Budget Year*]_Program Report.xlsx" filename.

**Questions regarding this form, contact ORAOPDataHub@fda.hhs.gov; questions regarding the budget contact Program Managers, James.Betz@fda.
and Jocelyn.Ramos@fda.hhs.gov.**

***Upon completion, E-mail your final excel file to your* Project Managers *and* *ORAOPDataHub@fda.hhs.gov* .**

Office of Partnerships Cooperative Agreement Progress Report Form

This progress report is provided for the Food Protection Task Force (FPTF) track of the Flexible Funding Model (FFM) award. See your Notice of Award (
contact your program managers to confirm if the FPTF track is included in your award.

If you would like to report progress for other FFM tracks please use the full FFM EOY Progress Report excel workbook (which also includes this page).

Save this form early and often using "FPTF__[*Abbreviated State*]_[*Abbreviated Agency Name*]_[*Current Budget Year*]_Progress Report.xlsx" filename.

**Questions regarding this form, contact ORAOPDataHub@fda.hhs.gov; questions regarding the budget contact Program Managers, James.Betz@fda.
and Jocelyn.Ramos@fda.hhs.gov.**

***Upon completion, E-mail your final excel file to your* Project Managers *and* *ORAOPDataHub@fda.hhs.gov* .**

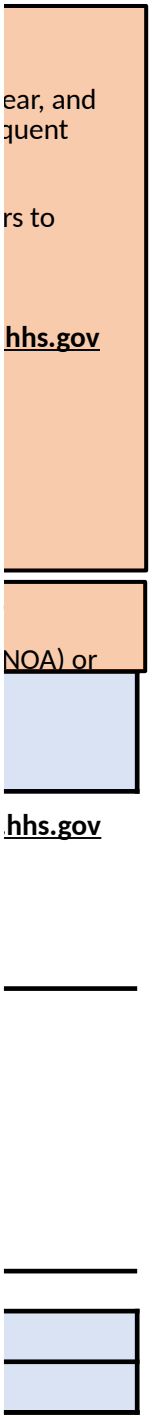
Recipient Name	Select
Report	Mid-Year Report / Annual Report
Date Completed	

Project Period Start Date	9/1/2018
Project End Date	6/30/2023
Budget Period Start Date	
Budget Period End Date	

Principal Investigator (PI)	
PI Email	

PI Phone	
Program Director/ Manager Name	
Program Director/ Manager Email	
Program Director/ Manager Phone	
MFRPS Coordinator Name	
MFRPS Coordinator Email	
MFRPS Coordinator Phone	
Emergency Response/ RRT Coordinator Name	
Emergency Response/ RRT Coordinator Email	
Emergency Response/ RRT Coordinator Phone	
Additional Pertinent Personnel 1 Name	
Additional Pertinent Personnel 1 Email	
Additional Pertinent Personnel 1 Phone	

Additional Pertinent Personnel 2 Name	
Additional Pertinent Personnel 2 Email	
Additional Pertinent Personnel 2 Phone	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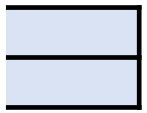
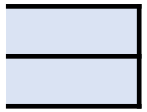
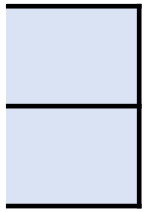
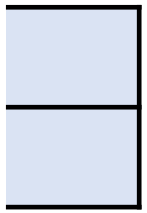
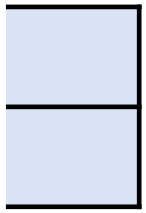
hhs.gov
NOA) or
hhs.gov











Office of Pa

This page is provided for the MFRPS Development AND MFRPS Mainte
or PC tracks please enter your information for those tracks on their res

Complete the in-kind, personnel, additional concerns or issues informa
provided for both, your Mid-Year and Annual Report Updates. At the M
in the fields labeled for your Annual Report and resend the template.

**Note: Separately from your submission of this template, all required I
Program Managers and Technical Advisors.**

The text entered may exceed the space provided. "Alt+Enter" will retur
the budget contact Program Managers, James.Betz@fda.hhs.gov and Jocely

Key Definitions:
Outcomes the net effect of achieving the stated goals and objectives for your
Objectives Specific impacts related to public health intended to be achieved v
Milestones specific actions or events benchmarking progress achieved over th
Deliverables previously agreed upon products or outputs that will result from
State Programmatic Goals Broad program specific goals identified by the stat

Grant Track (select):
Budget Period (select):

Mid-Year Budget Report

Expenses

1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	**MFRPS Budget Comments** (Use Alt+Enter for new line if desired)
21	Estimated total of in-kind budget contributions towa agreement during the reporting period:
	Estimated in-kind budget contribution narrative: *(Use Alt+Enter for new line if desired)*

Annual Budget Report

Expenses

1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	Additional Budget Comments:
21	Estimated total of in-kind budget contributions towa agreement during the reporting period:
	Estimated in-kind budget contribution narrative: *(Use Alt+Enter for new line if desired)*

Mid-Year Report

Certification of current State appropriation funding levels for
as a pdf, reference filename here if so):

Annual Report

Certification of current State appropriation funding levels for
as a pdf, reference filename here if so):

Mid-Year Report

Status Report on the purchasing, development, and operatic

Annual Report

Status Report on the purchasing, development, and operatic

Mid-Year Personnel Report	
	Name *(last name, first name)*
1	
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20	

Mid-Year Report

How many Full Time Employees (or FTE Equivalent) are curre conduct manufactured food inspections and related operatic
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 as a condition of the award. Unless explicitly instructed to a Food Program Standards Alliance (MFRPS) meeting serves as Select Yes or No if this requirement has been met as of the d desired, below.

Annual Report

How many Full Time Employees (or FTE Equivalent) are curre conduct manufactured food inspections and related operatic

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 as a condition of the award. Unless explicitly instructed to a Food Program Standards Alliance (MFRPS) meeting serves as **Select Yes or No if this requirement has been met as of the d desired, below.**

Mid-Year Report

MFRPS Pending issues or concerns that may affect accomplis

Annual Report

MFRPS Pending issues or concerns that may affect accomplis

Mid-Year Report

The state program shall review and update self-assessment a

Self-Assessment appendices submission comments:

The state program conducts a performance review of field in

Performance Review status comments:

The state program will update the Strategic Improvement Pl

Strategic Improvement Plan submission comments:

Annual Report

The state program conducts a performance review of field in

Performance Review status comments:

Mid-Year and Annual Reports

Detailed Progress Report on the Recipient meeting the proje
Note: This form is intended to capture your progress narrati
Please include a reference to the applicable document when

MFRPS Performance Elements

MFRPS Outcome 1	State manufactured food regulatory programs will achieve implementation and maintain conformance with the MFRPS, which is recognized as a critical element to creating a national, fully integrated food safety system.
MFRPS Outcome 1	Annual Report Updates:
MFRPS Outcome 2	Provide the FDA the foundation for pursuing regulatory action based upon the findings of State manufactured food regulatory programs. Recipients will provide the FDA the foundation to improve quality of contracts, coordination of inspections, investigations and enforcement to effectively and efficiently protect public health.
MFRPS Outcome 2	Annual Report Updates:

MFRPS Outcome 3	Develop strategies for achieving implementation and maintaining conformance with the MFRPS that can be replicated or leveraged across state programs to promote national consistency.
MFRPS Outcome 3	Annual Report Updates:
MFRPS Outcome 4	If applicable, provide sample collection for the state laboratory to maintain ISO 17025 accreditation, to support capacity development and product surveillance. In addition, sampling plans will be developed in cooperation with the laboratory to support MFRPS objectives.
MFRPS Outcome 4	Annual Report Updates:
MFRPS Outcome 5	Ensure continuing education training and documentation for the MFRPS Coordinator and applicable staff under manufacturing foods.

MFRPS Outcome 5	Annual Report Updates:
MFRPS Objective 1	Provide an approved exit strategy of sustainability for the MFRPS by the fifth year of funding under a MFRPS cooperative agreement to address sustainability of program accomplishments including commitment of personnel, resources and funding to sustain full conformance with the MFRPS.
MFRPS Objective 1	Annual Report Updates:

Mid-Year and Annual Reports

Provide at least one goal for your regulatory program under
State Programmatic Goals for this track

State Goal 1	[Replace bracketed text with your response]
State Goal 1	Annual Report Updates:
State Goal 2	[Replace bracketed text with your response]
State Goal 2	Annual Report Updates:
State Goal 3	[Replace bracketed text with your response]
State Goal 3	Annual Report Updates:

State Goal 4	[Replace bracketed text with your response]
State Goal 4	Annual Report Updates:
State Goal 5	[Replace bracketed text with your response]
State Goal 5	Annual Report Updates:
State Goal 6	[Replace bracketed text with your response]
State Goal 6	Annual Report Updates:
State Goal 7	[Replace bracketed text with your response]
State Goal 7	Annual Report Updates:

State Goal 8	[Replace bracketed text with your response]
State Goal 8	Annual Report Updates:
State Goal 9	[Replace bracketed text with your response]
State Goal 9	Annual Report Updates:
State Goal 10	[Replace bracketed text with your response]
State Goal 10	Annual Report Updates:

Mid-Year and Annual Reports

Special Project Report (DO NOT complete this section if a MI
Special Project Goals

MFRPS Special Project	**[Replace bracketed text with your response]**
Annual Report Updates (If Applicable)	**[Replace bracketed text with your response]**

Mid-Year & Annual Report

List all Servicing Laboratories below:

	Laboratory Name
1	
2	
3	

Mid-Year & Annual Report

State Program **Prior** Fiscal Year Start Date:	
State Program **Prior** Fiscal Year End Date:	

Total State Manufactured Food Firm Inventory
Number Field Staff Qualified to Conduct Basic GMP
Number Field Staff Qualified to Conduct Acidified
Number Field Staff Qualified to Conduct LACF
Number Field Staff Qualified to Conduct HACCP
Number Field Staff Qualified to Conduct Full Scope PC
Number Field Staff Qualified to Conduct Seafood HACCP

For the following questions please enter information in this table for the
samples are intended to include state and Laboratory Flexible Funding M
do **NOT** include contract related samples collected.

State Routine Inspections Accomplished
State Physical Samples Collected - Micro*
State Physical Sample Collected - Chem*
State Environmental Samples Collected*
Full Scope PC Inspections Outside of Contract

For the following questions please enter information in this table for the
are intended to include state and Laboratory Flexible Funding Model sar
include contract related samples collected.

State Routine Inspections Planned
State Physical Samples Planned - Micro*

State Physical Sample Planned - Chem*
State Environmental Samples Planned*

Mid-Year & Annual Report

Indicate which categories your agency has authority o
Manufactured Food Types
Acidified Food
Animal Food
Bottled Water
Dietary Supplements
Eggs
Grade A Dairy
Infant Formula
Juice
Low-Acid Canned Food
Non-Grade A Dairy
Produce
Retail
Seafood
Shellfish

Mid-Year Report

(Optional) Anything else you would like to report related to

Annual Report

(Optional) Anything else you would like to report related to

rtnerships Cooperative Agreement Program Report Form

nance Tracks. **ALL awardees** should complete this page. If you are participating in the Optional RRT Deve
pective page(s).

tion and status, progress, deliverables and meetings/activities for your MFRPS track ONLY in the fields pr
lid-Year you need only complete the yellow sections for your submission. At the Annual report use the brow

MFRPS Appendices, your Strategic Improvement Plan and, if applicable, a Corrective Action Plan must

n a new line within a text box if desired. **For questions regarding this form, contact ORAOPDataHub@fda.hhs**
n.Ramos@fda.hhs.gov.

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

Total Budgeted	Expended to Date	Total Projected Expenses

$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
$0.00	$0.00	$0.00

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$0.00	[redacted]	
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$0.00		
rd accomplishing the goals of the cooperative	$0.00	

the State Manufactured Food regulatory program (may be attached to your submission

the State Manufactured Food regulatory program (may be attached to your submission

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ɔnal readiness of any equipment, computers, or software purchased.

Title	Project Role	Months Funded *(# calendar mos)*

ently employed in your state program to routinely ons?	
e-to-face meeting (as determined by the FDA OP) ttend another meeting, the annual Manufactured s the required face-to-face meeting. late of this report and provide a narrative, if	Select

ently employed in your state program to routinely ons?	

e-to-face meeting (as determined by the FDA OP) ttend another meeting, the annual Manufactured s the required face-to-face meeting. late of this report and provide a narrative, if	Select

shing the objectives and goals of the cooperative agreement, and proposed solutions:

shing the objectives and goals of the cooperative agreement, and proposed solutions:

appendices at least annually. Appendices 1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1 as

Confirm if the required self-assessment appendices list

spections, inspection reports, and sample reports as well as compliance and enforceme

an at least annually.

Confirm the upda

spections, inspection reports, and sample reports as well as compliance and enforceme

ct milestones detailed in the cooperative agreement, proposal, strategic plan, conditio
ve. You do not need to include details that will be documented with your other Mid-Ye
appropriate.

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	

Select	Select	
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your MFRPS track for this budget year. Enter your Mid-Year Report information on the

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	

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

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	

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Primary Laboratory Contact Information		
Name (last, first)	**Email**	**Phone number**

(MM/DD/YYYY)

Enter Number	Annual Report (if no change skip Annual Report fields)

e state program's **previous fiscal year**. *Note that the
Model samples collected by your food inspection staff. Please

e state program's **current fiscal year**. *Note that the samples
mples collected by your food inspection staff. Please do **NOT**

ver by selecting yes or no in the table below:

Select Yes/No	Select Yes/No if applicable
Select	No change from Mid-Year
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your MFRPS Report that is not reported elsewhere on this form:

your MFRPS Report that is not reported elsewhere on this form:

lopment, RRT Maintenance

ovided below. Fields are
vn sections enter any updates

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s.gov; for questions regarding

during the project period.

Annual Personnel Report Select appropriate response: **Personnel Changes?**
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*If adding or removing personnel please update their name, t

well as appendices 1.2, 2.2, 4.2, 4.3, 4.4, 6.2, 8.

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Confirm the current status of you

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Confirm the current status of your

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Progress Narrative
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Progress Narrative
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Progress Narrative
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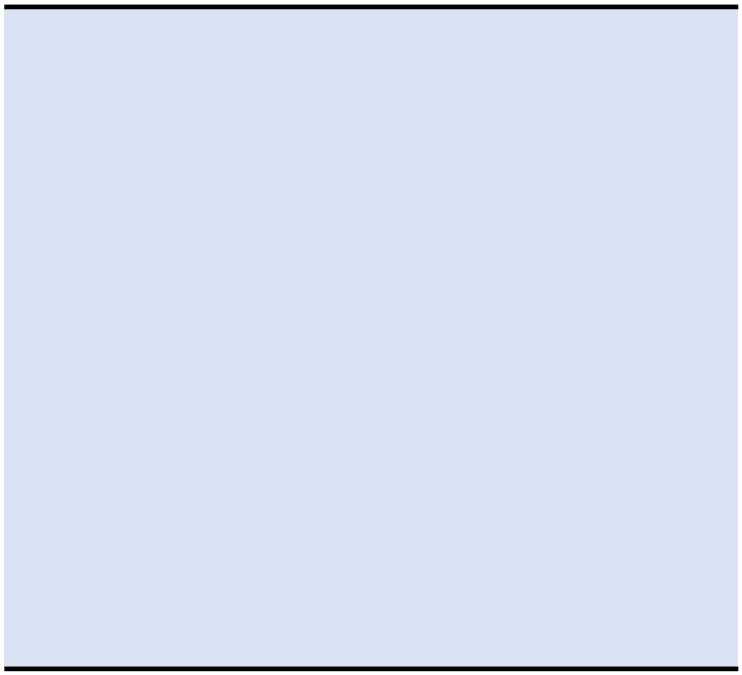
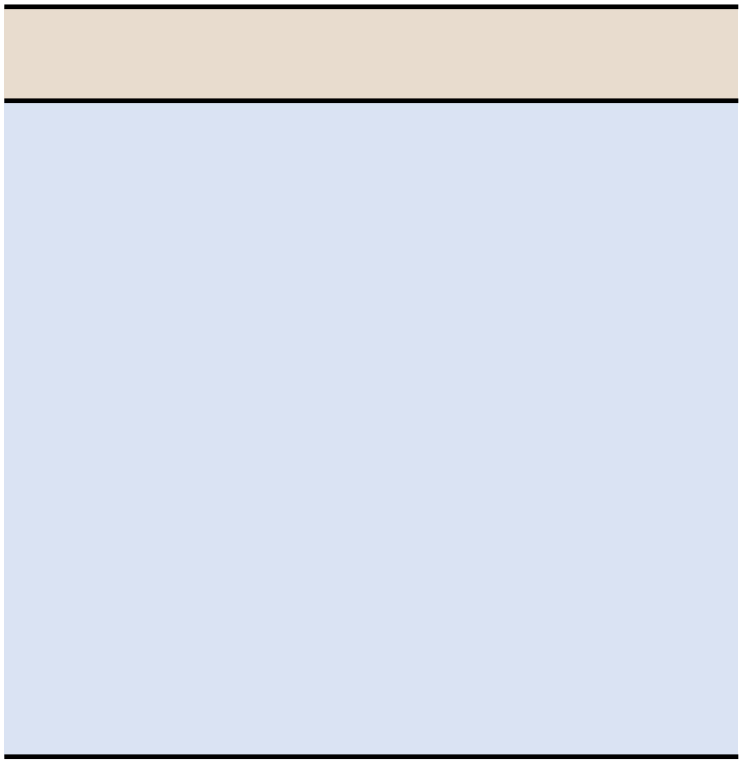
Name (last, first)





Select
Explanation for significant personnel changes

itle, project role, and months funded as applicable.

2 or their equivalent(s) must be current and fit for use and subı

ed as a separate attachment with the Mid-Year Progress report:

state program.

r performance review (as of the date of this report submission):

ed as a separate attachment with the Mid-Year Progress report:

state program.

r performance review (as of the date of this report submission):

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ices and Stategic Improvement Plan.

desired)

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desired)

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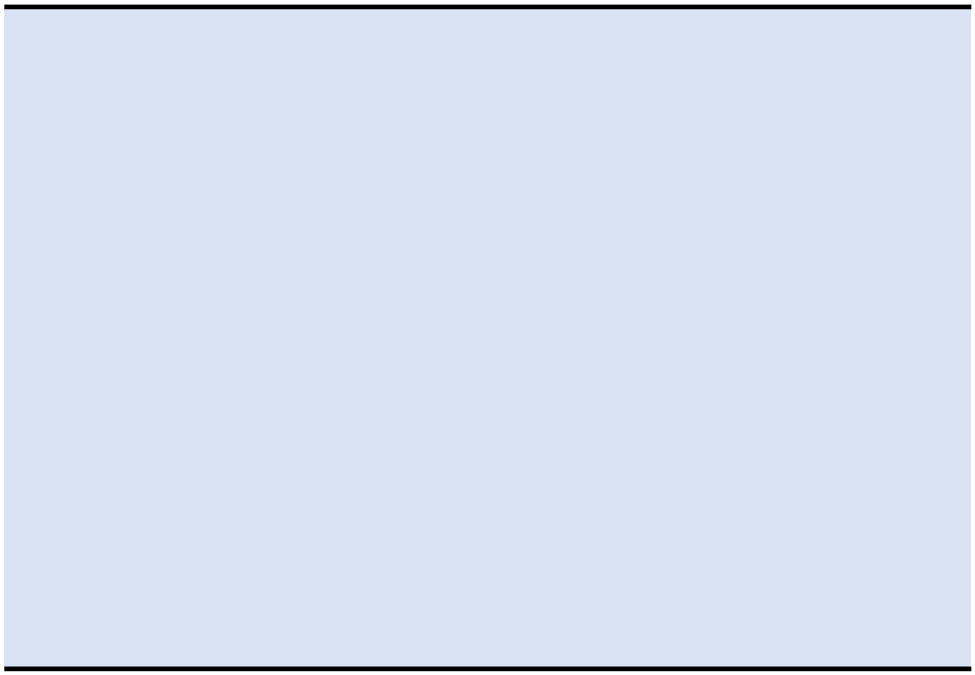
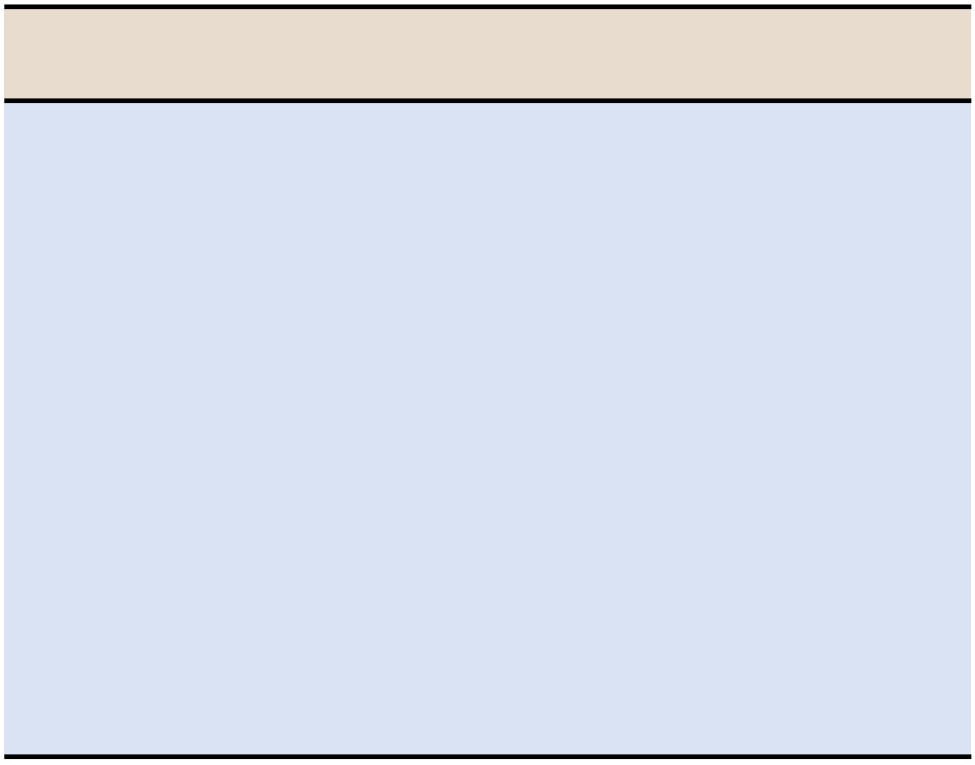
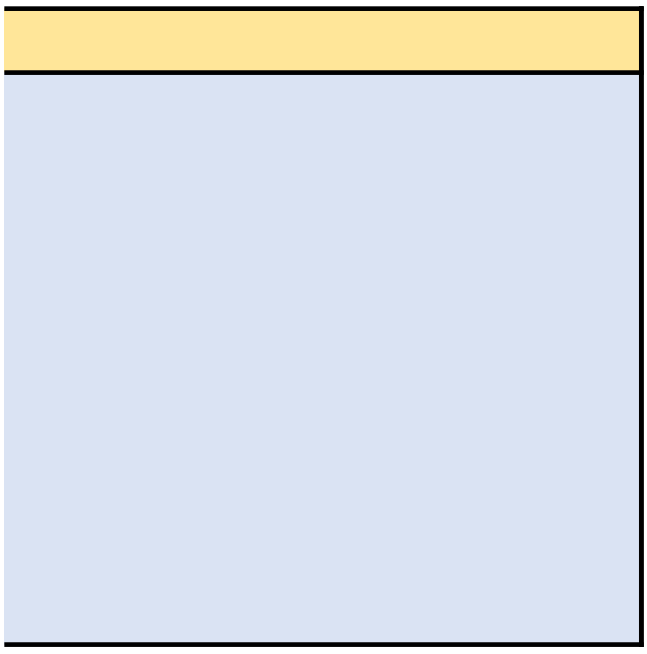
Secondary Laboratory Contact Information
Email







mitted with the Mid-Year Report.

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ates for your Annual Report in the light bl

Deliverables
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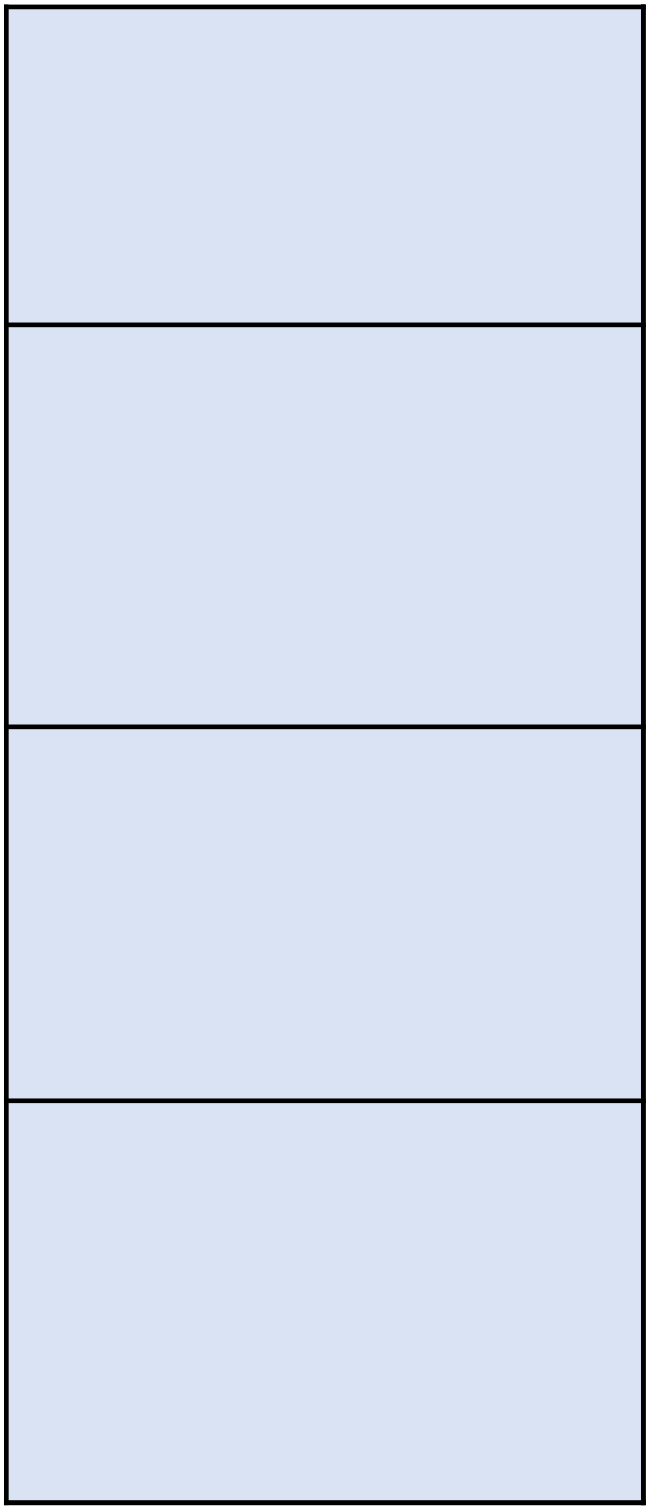

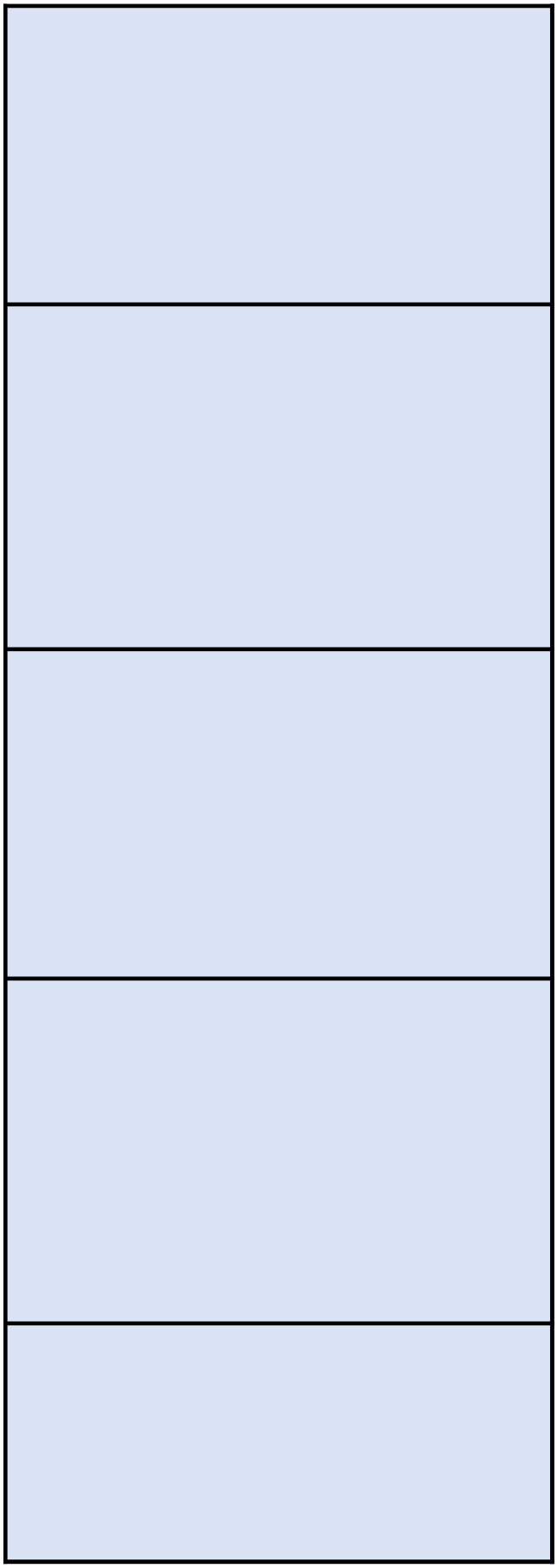

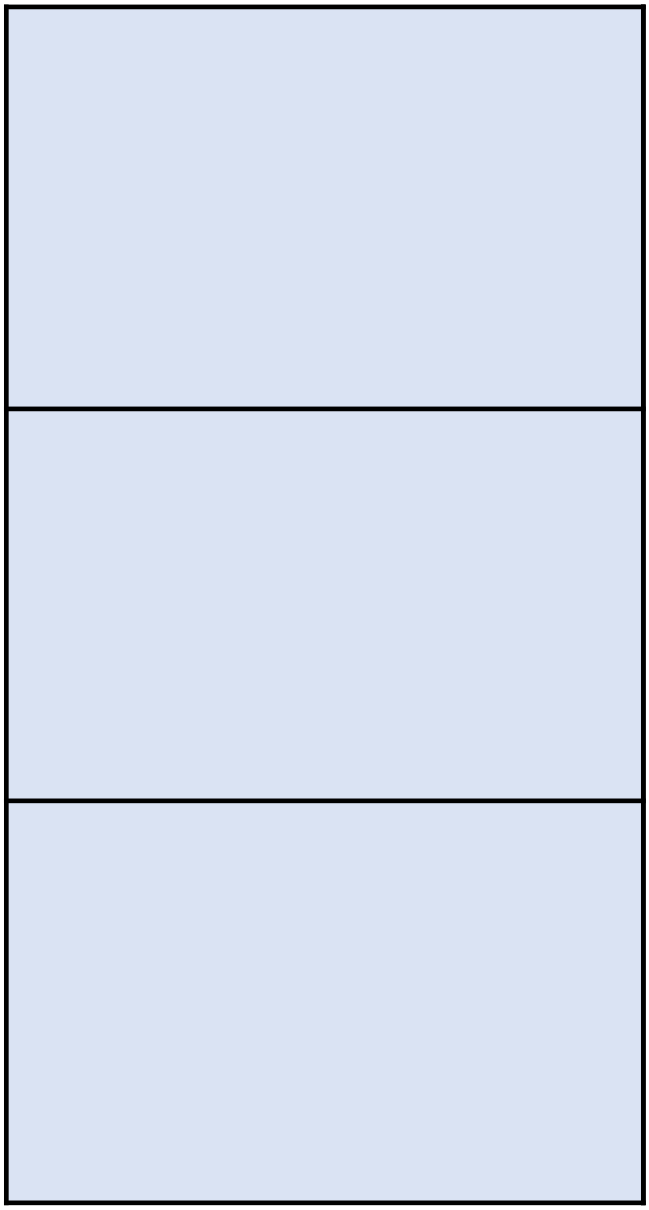

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Deliverables
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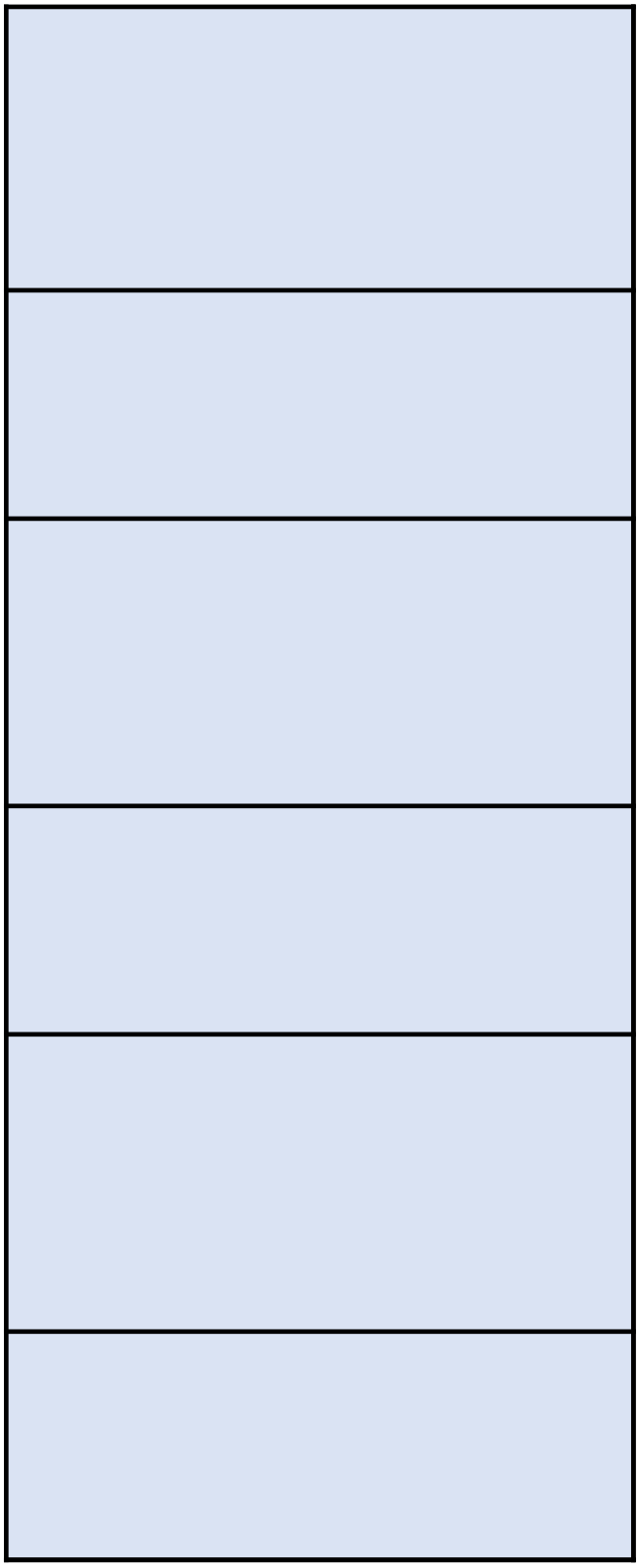
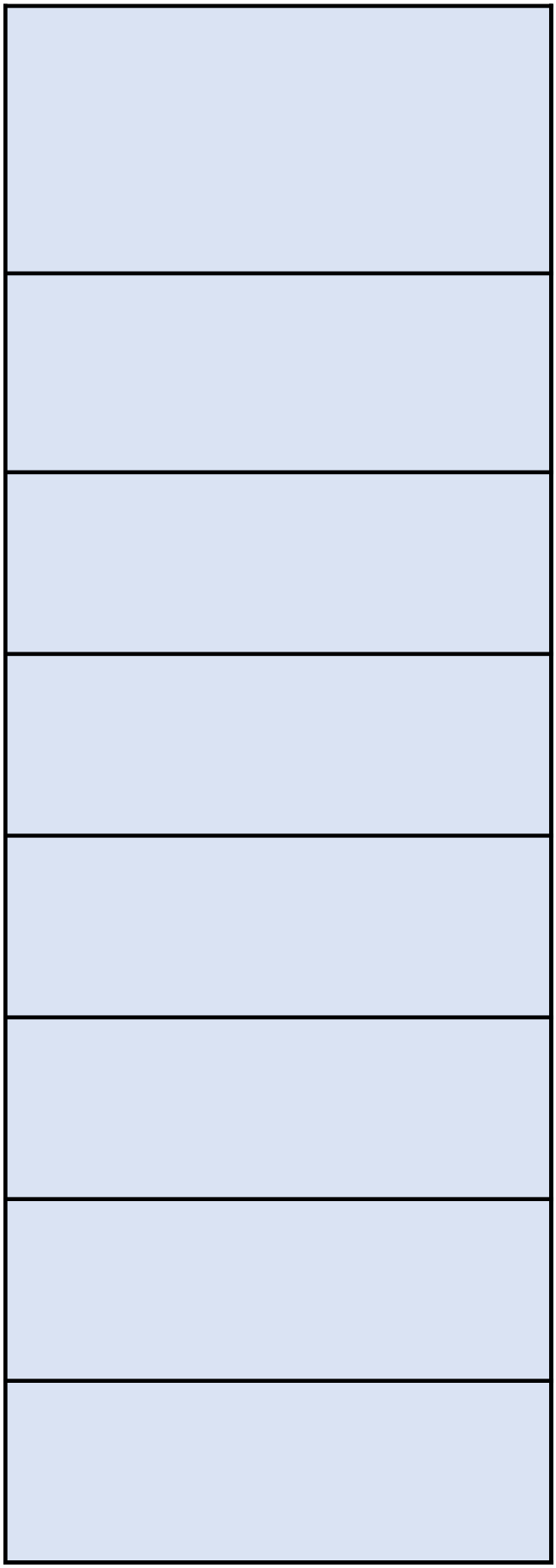
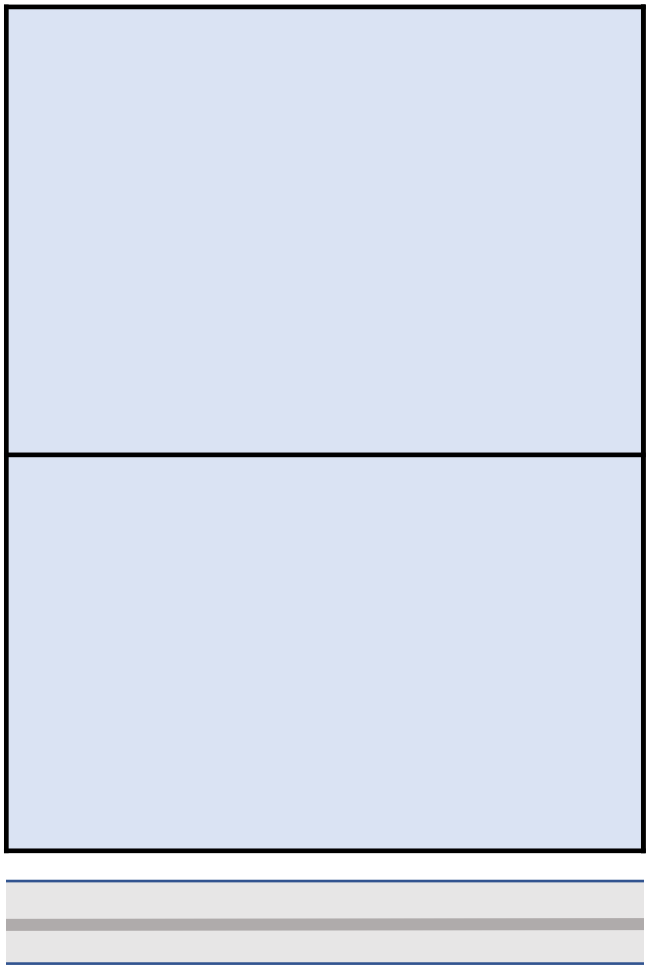




your submission.

Deliverables (Use Alt+Enter for new line if desired)



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lue fields on the rows colored in brown provided.	Select Yes in the table below if this	
Meetings/Activities (Use Alt+Enter for new line if desired)	**Standard 1**	**Standard 2**

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

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

Analyses provided and methods used (may provide this information as a separate attachment; when provided as an attachment reference the filename in the field below)	**Accredited to ISO:17025 (select yes/no)**	**Accrediting Organization**
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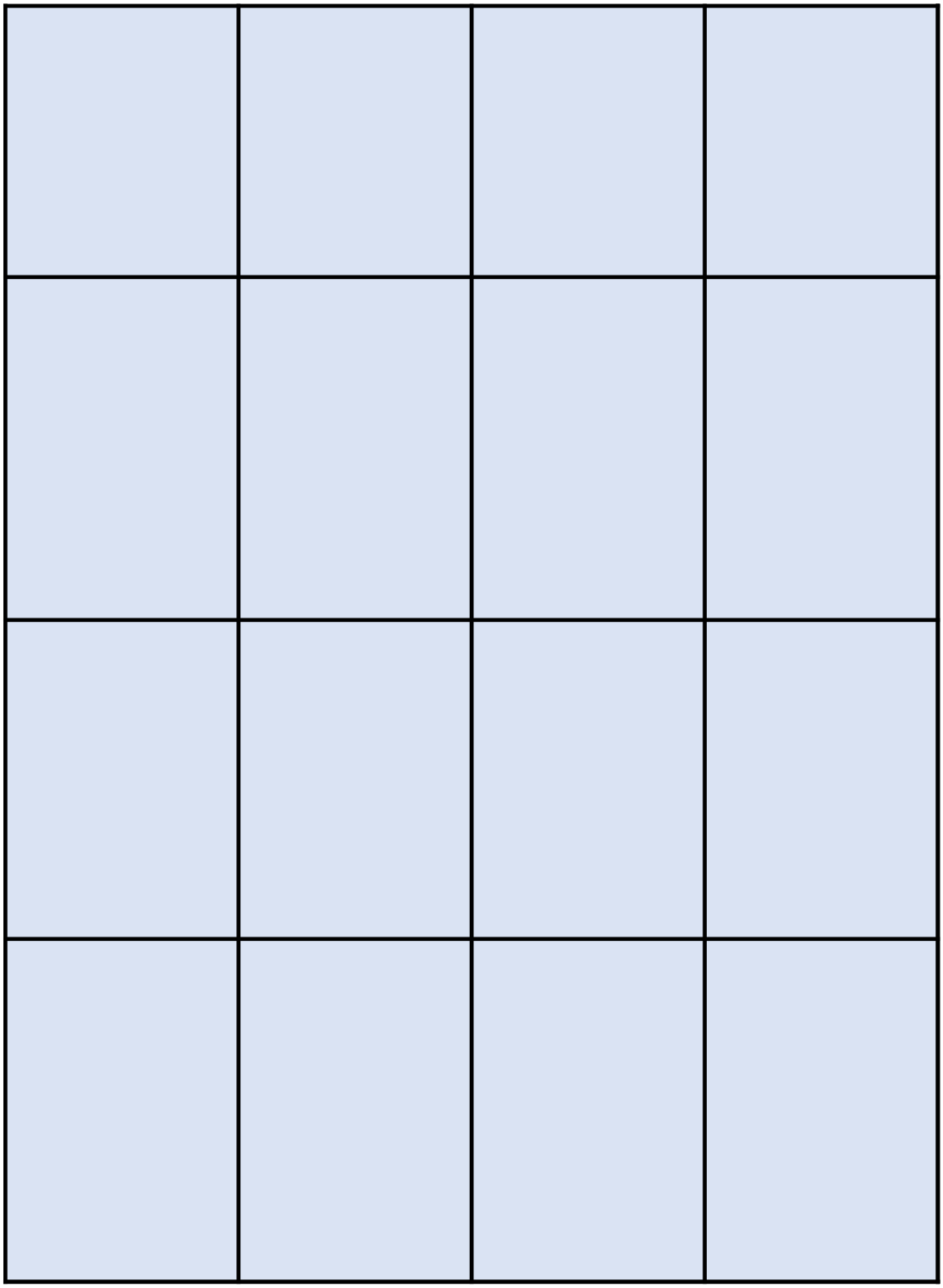
narrative includes progress for one or more of the MFRPS:

Standard 3	**Standard 4**	**Standard 5**	**Standard 6**



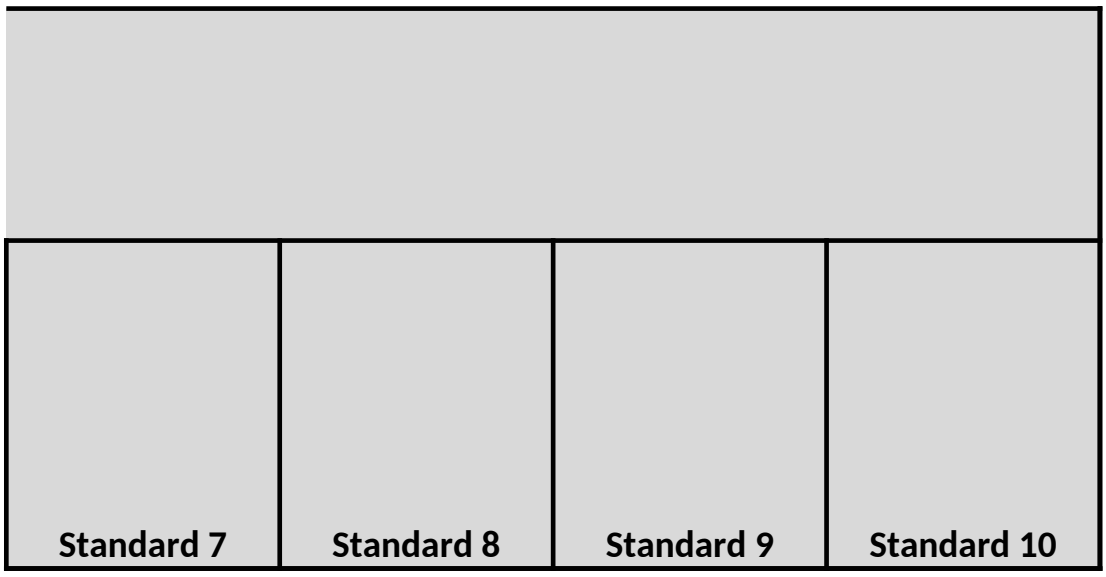
narrative includes progress for one or more of the MFRPS:

Standard 3	Standard 4	Standard 5	Standard 6

narrative includes progress for one or more of the MFRPS:

Standard 3	Standard 4	Standard 5	Standard 6

Select "Yes" for all applicable services and role(s) this laboratory serves			
Provides Chemistry analyses	Provides Microbiological analyses	Primary Servicing Regulatory Laboratory (Chemistry)	Primary Servicing Regulatory Laboratory (Microbiological Analyses)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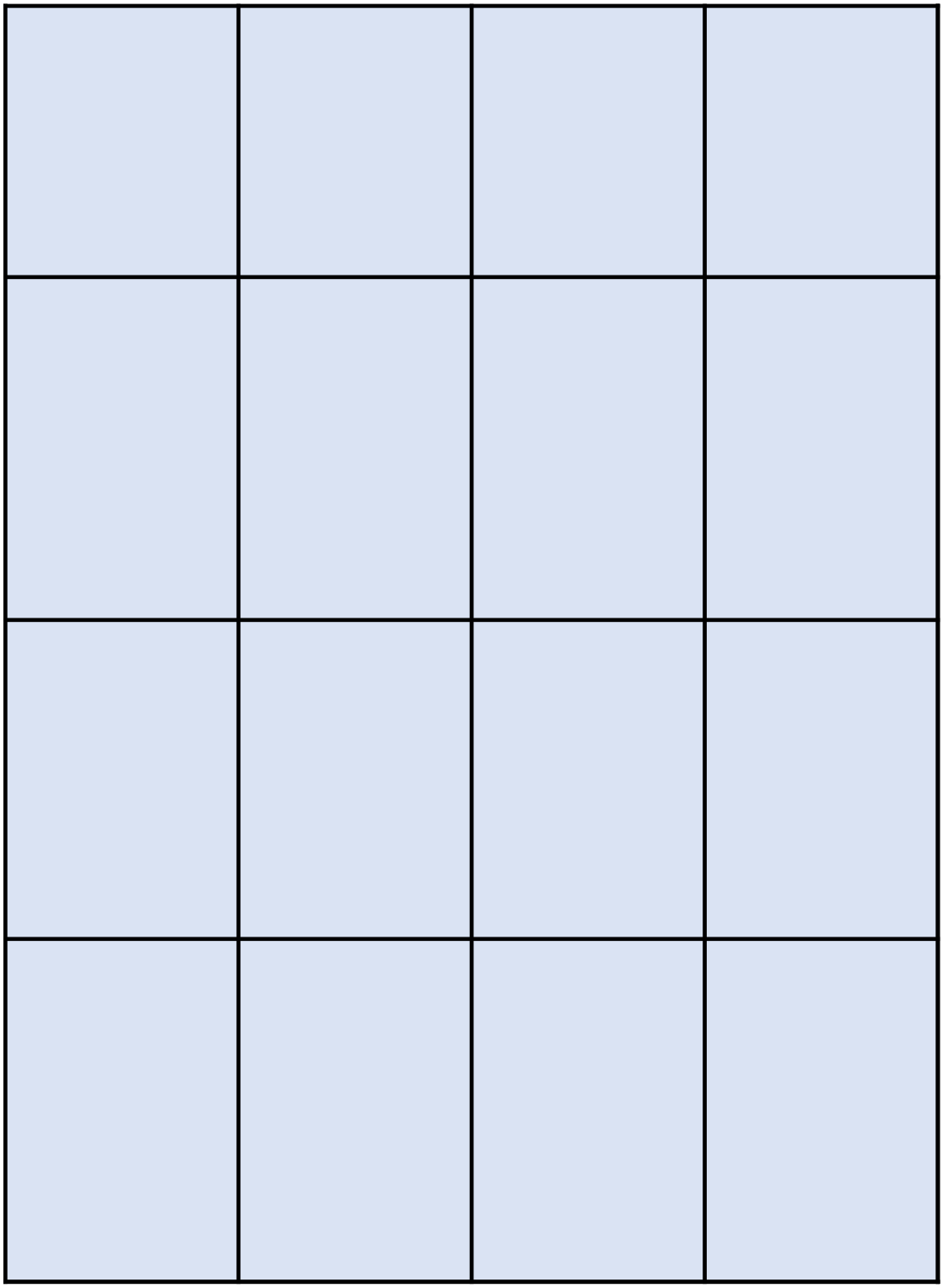

Standard 7	**Standard 8**	**Standard 9**	**Standard 10**

Standard 7	**Standard 8**	**Standard 9**	**Standard 10**

for your food program below	
Other Regulatory Laboratory	**Non-Regulatory Laboratory**

Office of Partne

ONLY complete this page if you are participating in the **RRT Development**

All RRT Development awardees should complete the budget, personnel, a
your Mid-Year and Annual Report Updates. At the Mid-Year you need only compl
Annual Report and resend the template.

There is a separate table provided to capture progress toward RRT Develo
information in the applicable table **for your current award year**. Leave the

The text entered may exceed the space provided. "Alt+Enter" will return a
regarding the budget contact Program Managers, James.Betz@fda.hhs.gov and

Key Definitions:
Goals specific actions or events benchmarking progress achieved over the course
Deliverables previously agreed upon products or outputs that will result from ex

Grant Track:

Budget Period:

Mid-Year Report

	Expenses
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs

9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	**RRT Development Funding Status - Expended and Remaining** (Use Alt+Enter for new line if desired)

Annual Report

	Expenses
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]

13	**Other 3 [Replace only bracketed text]**
14	**Other 4 [Replace only bracketed text]**
15	**Total Budget**
16	**Estimated current obligated funds**
17	**Carryover I will be requesting**
18	**New funding request**
19	**Total Requested for next budget period**
20	**RRT Development Funding Status - Expended and Remaining** (Use Alt+Enter for new line if desired)

Mid-Year Personnel Report	
	Name *(last name, first name)*
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RRT Development Personnel Narrative
(Use Alt+Enter for new line if desired)

Annual Report

Mid-Year Report

RRT Development Pending Issues or Concerns, and Proposed S

Annual Report

RRT Development Pending Issues or Concerns, and Proposed S

Year 1 Goals	
1.	
1.A.	Hiring and placement of all proposed staff proposed in the application by no later than the end of the year.
1.A.	Annual Progress Updates:

1.B.	Follow the RRT Capacity Building Process and Mentorship Framework.
1.B.	Annual Progress Updates:
1.B.1.	Demonstrate that all major elements of Phase 1 of the RRT Capacity Building Process and Mentorship Framework have been completed and begin work on Phase 2. In particular (regarding RRT structure/collaboration), the RRT must demonstrate that there is a representative from the state epidemiologist's office/program participating and rapidly/proactively sharing foodborne illness outbreak data with the RRT in order to facilitate tracebacks.
1.B.1.	Annual Progress Updates:

1.B.2.	Hold at least quarterly meetings (can be face to face or virtual) of the RRT that include identified RRT member agencies (e.g., senior staff from the FDA District Offices, other state partners, and local partners).
1.B.2.	Annual Progress Updates:
1.B.3.	Hold at least two joint face-to-face meetings (see Phase 1 of the RRT Capacity Building Process and Mentorship Framework) and one joint training among partners involved including state health and agriculture agency representatives, feed program staff, laboratory staff, and epidemiology and surveillance staff, along with appropriate senior FDA District managers/staff.
1.B.3.	Annual Progress Updates:

1.B.4.	Identify and implement information technology (IT) solutions to identified collaboration challenges, where appropriate.
1.B.4.	Annual Report Updates:
1.C.	Actively participate in a web-based introductory meeting organized by the FDA OP in the first quarter.
1.C.	Annual Report Updates:
1.D.	Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference, which is held in odd number years and the Regional PulseNet/OutbreakNet meetings held in non-InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InFORM and the Regional PulseNet/OutbreakNet meeting).

1.D.	Annual Report Updates:
2.	
2.A.	Complete the Capability Assessment Tool (CAT) and develop an improvement plan based on the results of the assessment.
2.A.	Annual Report Updates:
2.B.	Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as applicable, the workgroup may not be active all years of the cooperative agreement).
2.B.	Annual Report Updates:
3.	
3.A.	None for Year 1.
4.	
4.A.	Start the sustainability planning process and provide updates in progress reports. See Sustainability section in Phase 1 of the RRT Capacity Building Process and Mentorship Framework.

4.A.	Annual Report Updates:
	Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT Program including sending at least 2 key RRT personnel to an annual face-to-face meeting (as determined by the FDA/OP), at least 1 person representing the RRT to the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/OutbreakNet meetings (held in non-InFORM years), as well as participating in FoodSHIELD workgroups, participating in RRT monthly conference calls, sharing best practices, and other RRT Program activities identified by the OP.
	Annual Report Updates:

Year 2 Goals	
1	

1.A.	Follow the RRT Capacity Building Process and Mentorship Framework.
1.A.	Annual Report Updates:
1.A.1.	Demonstrate that all major elements of Phase 2 of the RRT Capacity Building Process and Mentorship Framework have been started (with an emphasis on establishing a written framework).
1.A.1.	Annual Report Updates:
1.A.1.a.	Maintenance of RRT member agency relationships via routine meetings.

1.A.1.a.	Annual Report Updates:
1.A.1.b.	Incorporation of all RRT member agencies (including non-funded agencies) in the RRT Training Plan.
1.A.1.b.	Annual Report Updates:
1.A.1.c.	Progress in two or more of the following areas of focus for the RRT Training Plan (see Phase 2, RRT Capacity Building Process & Mentorship Framework, Establish a Training Plan): proficiency development, use of a train-the-trainer approach, cross-training (cross-disciplinary and cross-agency), and tracking progress/ensuring continuing education.
1.A.1.c.	Annual Report Updates:

1.A.2.	Demonstrate improvement of core capabilities in areas of need, as identified in the assessment conducted in year one.
1.A.2.	Annual Report Updates:
1.B.	Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference, which is held in odd number years and the Regional PulseNet/OutbreakNet meetings held in non-InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InFORM and the Regional PulseNet/OutbreakNet meeting).
1.B.	Annual Report Updates:
1.C.	Conduct at least one presentation (oral or poster) about the development the RRT or documenting a specific RRT investigation at a regional or national meeting.
1.C.	Annual Report Updates:
2	
2.A.	Complete the CAT and develop an improvement plan based on the results of the assessment.

2.A.	Annual Report Updates:
2.B.	Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as applicable, the workgroup may not be active all years of the cooperative agreement).
2.B.	Annual Report Updates:
3	
3.A.	Complete after action reviews and summary reports in a timely way for exercises and responses to significant real incidents. Documentation will be made available to other RRTs through the secure RRT Program Workgroup in FoodSHIELD. Key issues/items for improvement related to team performance are incorporated into an improvement plan or into future trainings, as applicable. After action reviews/reports should include a calculation and assessment of the time intervals between key response activities to identify opportunities for improvement (most importantly, assessing the interval between the FDA and state food/feed regulatory program notification and implementation of effective control measures; but ideally inclusive of lab and epi activities as well, where applicable). Use of the baseline response data in the RRT Manual Metrics Chapter (2013 Edition) and CIFOR Guidelines (2nd Edition) Performance Indicators are recommended.

3.A.	Annual Report Updates:
3.B.	Complete summary reports of significant RRT investigations, successful prevention efforts, or other RRT actions taken to protect public health to be posted on a Food Protection Task Force webpage, a state agency webpage or other public webpage and notify RRT Program Coordinators to allow cross-linking from the FDA RRT webpage. If the Recipient's attempts to post these reports to a public webpage are fruitless, we will accept posting to the RRT Program Workgroup in FoodSHIELD (please provide a justification in your progress report).
3.B.	Annual Report Updates:

3.C.	Demonstrate continued improvement in the RRT's capability to perform tracebacks and successful use of at least one other improved capability (as per goal 2.A.) during an exercise or incident.
3.C.	Annual Report Updates:
3.D.	Conduct at least one planned, joint exercise that includes federal and state partners. The exercise must include ICS elements.
3.D.	Annual Report Updates:
4	
4.A.	Undertake efforts to establish contingency plans for or increase the sustainability of current resources solely funded under this grant (especially data management systems and personnel). High priority efforts include: transitioning solely grant funded personnel to partial state funds; transitioning O&M costs for IT systems and other technologies to state funds. Ideally, by the end of the project period, the RRT budget should demonstrate that support for RRT operations/maintenance is diversified (split across state and grant funds) and reflective/proportional to the typical volume of response work encountered by the RRT, and that RRT grant funds are being used to support collaborative, high-impact, national level efforts for improving or increasing national capacity to respond to all hazards food/feed emergencies.

4.A.	Annual Report Updates:
	Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT Program including sending at least 2 key RRT personnel to an annual face-to-face meeting (as determined by the FDA/OP), at least 1 person representing the RRT to the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/OutbreakNet meetings (held in non-InFORM years), as well as participating in FoodSHIELD workgroups, participating in RRT monthly conference calls, sharing best practices, and other RRT Program activities identified by the OP.

	Annual Report Updates:

Mid-Year and Annual Reports

Year 3 Goals	
1.	
1.A.	Follow the RRT Capacity Building Process and Mentorship Framework.

1.A.	Annual Report Updates:
1.A.1.	Demonstrate continued progress (beyond that demonstrated in year 2 of the award) towards developing RRT capacity/capabilities that meet the requirements and are consistent with the recommendations of Phase 2 of the RRT Capacity Building & Mentorship Program.
1.A.1.	Annual Report Updates:

1.A.1.a.	Develop Written SOPs: Please prioritize development of Communications, Traceback, Joint Inspections/Investigations, Environmental Sampling, Recall and AAR SOPs. *Note: A single procedure may address multiple RRT capabilities, or the RRT may establish stand-alone procedures for each capability. When multiple RRT member agencies/partners share responsibility for a capability, the RRT should pursue either a joint plan/procedure or be able to demonstrate harmonization/coordination of plans/procedures housed individually by applicable RRT member agencies/partners.*
1.A.1.a.	Annual Report Updates:
1.A.1.b.	Establish a Training Plan: Demonstrate incorporation of all RRT member agencies (including non-funded agencies) in the RRT Training Plan. Also, demonstrate progress in two or more of the following areas of focus: proficiency development, use of a train-the-trainer approach, cross-training (cross-disciplinary and cross-agency), and tracking progress/ensuring continuing education
1.A.1.b.	Annual Report Updates:

1.A.1.c.	Create a Standardized Response Structure: Identify ICS Structure(s) (including Unified Command and trigger points for activation/response [note that this information will likely roll into a Communications SOP or equivalent]), Formalize Inter-Agency Relationships as needed.
1.A.1.c.	Annual Report Updates:
1.A.2.	Demonstrate improvement of core capabilities in areas of need, as identified in the assessment conducted in year two.
1.A.2.	Annual Report Updates:
1.B.	Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference, which is held in odd number years and the Regional PulseNet/OutbreakNet meetings held in non-InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InFORM and the Regional PulseNet/OutbreakNet meeting).

1.B.	Annual Report Updates:
1.C.	Conduct at least one presentation (oral or poster) about the development the RRT or documenting a specific RRT investigation at a regional or national meeting.
1.C.	Annual Report Updates:
2.	
2.A.	Complete the CAT and develop an improvement plan based on the results of the assessment.
2.A.	Annual Report Updates:
2.B.	Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as applicable, the workgroup may not be active all years of the cooperative agreement).
2.B.	Annual Report Updates:
3.	

3.A.	Complete after action reviews and summary reports in a timely way for exercises and responses to significant real incidents. Documentation will be made available to other RRTs through the secure RRT Program Workgroup in FoodSHIELD. Key issues/items for improvement related to team performance are incorporated into an improvement plan or into future trainings, as applicable. After action reviews/reports should include a calculation and assessment of the time intervals between key response activities to identify opportunities for improvement (most importantly, assessing the interval between the FDA and state food/feed regulatory program notification and implementation of effective control measures; but ideally inclusive of lab and epi activities as well, where applicable). Use of the baseline response data in the RRT Manual Metrics Chapter (2013 Edition) and CIFOR Guidelines (2nd Edition) Performance Indicators are recommended.
3.A.	Annual Report Updates:

3.B.	Complete summary reports of significant RRT investigations, successful prevention efforts, or other RRT actions taken to protect public health to be posted on a Food Protection Task Force webpage, a state agency webpage or other public webpage and notify RRT Program Coordinators to allow cross-linking from the FDA RRT webpage. If the Recipient's attempts to post these reports to a public webpage are fruitless, we will accept posting to the RRT Program Workgroup in FoodSHIELD (please provide a justification in your progress report).
3.B.	Annual Report Updates:
3.C.	Demonstrate continued improvement in the RRT's capability to perform tracebacks and successful use of at least one other improved capability (as per goal 2.A.) during an exercise or incident.
3.C.	Annual Report Updates:
3.D.	Conduct at least one planned, joint exercise that includes federal and state partners. The exercise must include a RRT activation scenario.

3.D.	Annual Report Updates:
4.	
4.A.	Undertake efforts to establish contingency plans for or increase the sustainability of current resources solely funded under this grant (especially data management systems and personnel). High priority efforts include: transitioning solely grant funded personnel to partial state funds; transitioning O&M costs for IT systems and other technologies to state funds. Ideally, by the end of the project period, the RRT budget should demonstrate that support for RRT operations/maintenance is diversified (split across state and grant funds) and reflective/proportional to the typical volume of response work encountered by the RRT, and that RRT grant funds are being used to support collaborative, high-impact, national level efforts for improving or increasing national capacity to respond to all hazards food/feed emergencies.
4.A.	Annual Report Updates:

	Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT Program including sending at least 2 key RRT personnel to an annual face-to-face meeting (as determined by the FDA/OP), at least 1 person representing the RRT to the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/OutbreakNet meetings (held in non-InFORM years), as well as participating in FoodSHIELD workgroups, participating in RRT monthly conference calls, sharing best practices, and other RRT Program activities identified by the OP.
	Annual Report Updates:

Mid-Year and Annual Report

RRT Special Project Report (DO NOT complete this section if an
Special Project Goals

RRT Special Project	
Annual Report Updates:	

Mid-Year Report

Summary of significant RRT responses or other activities within **This can either be provided here OR submitted as part of your**

Annual Report

Summary of significant RRT responses or other activities within
This can either be provided here OR submitted as part of your

erships Cooperative Agreement Program Report F

track. If you are participating in the RRT Maintenance track please

nd additional concerns or issues information by entering your infor
lete the yellow sections for your submission. At the Annual report use the

pment goals for **each year of your award (Year 1-3)**. ONLY enter yo
e tables for other years blank and scroll to the applicable section to

new line within a text box if desired. **For questions regarding this for**
d Jocelyn.Ramos@fda.hhs.gov.

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RRT Development, Gen 5

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In the RRT Progress
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Total Budgeted	Expended to Date
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Annual Total Budgeted	Annual Expended to Date
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RRT CAT (Activity Table).

n the timeframe for the report, including: Status of AAR a
RRT CAT (Activity Table).

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complete the RRT_Main page.

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brown sections enter any updates in the fields labeled for your

ur status, progress, deliverables, and meetings/activities
enter your information.

m, contact ORAOPDataHub@fda.hhs.gov; for questions

**Narrative table below there are 3
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Annual Total Projected Expenses
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Months Funded *(# calendar mos)*	**Annual Personnel Repo** Select appropriate response: **Personnel Changes?**
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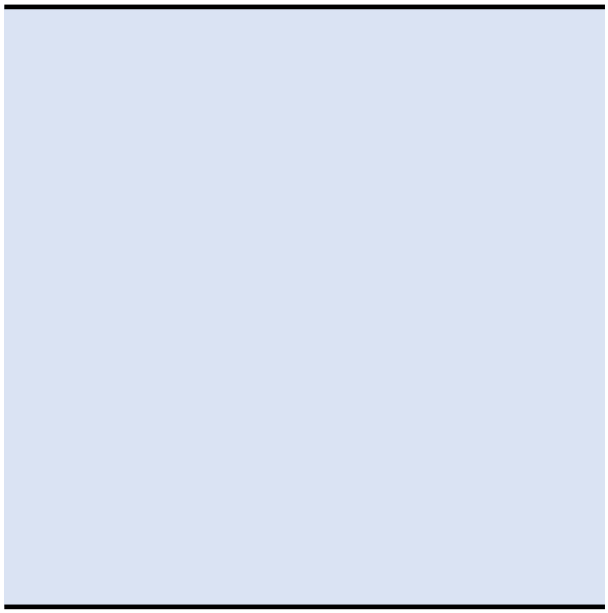

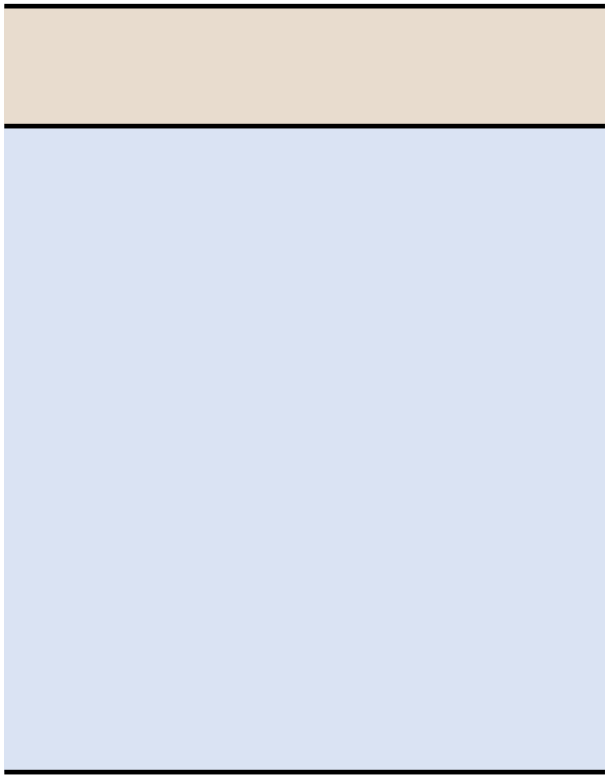

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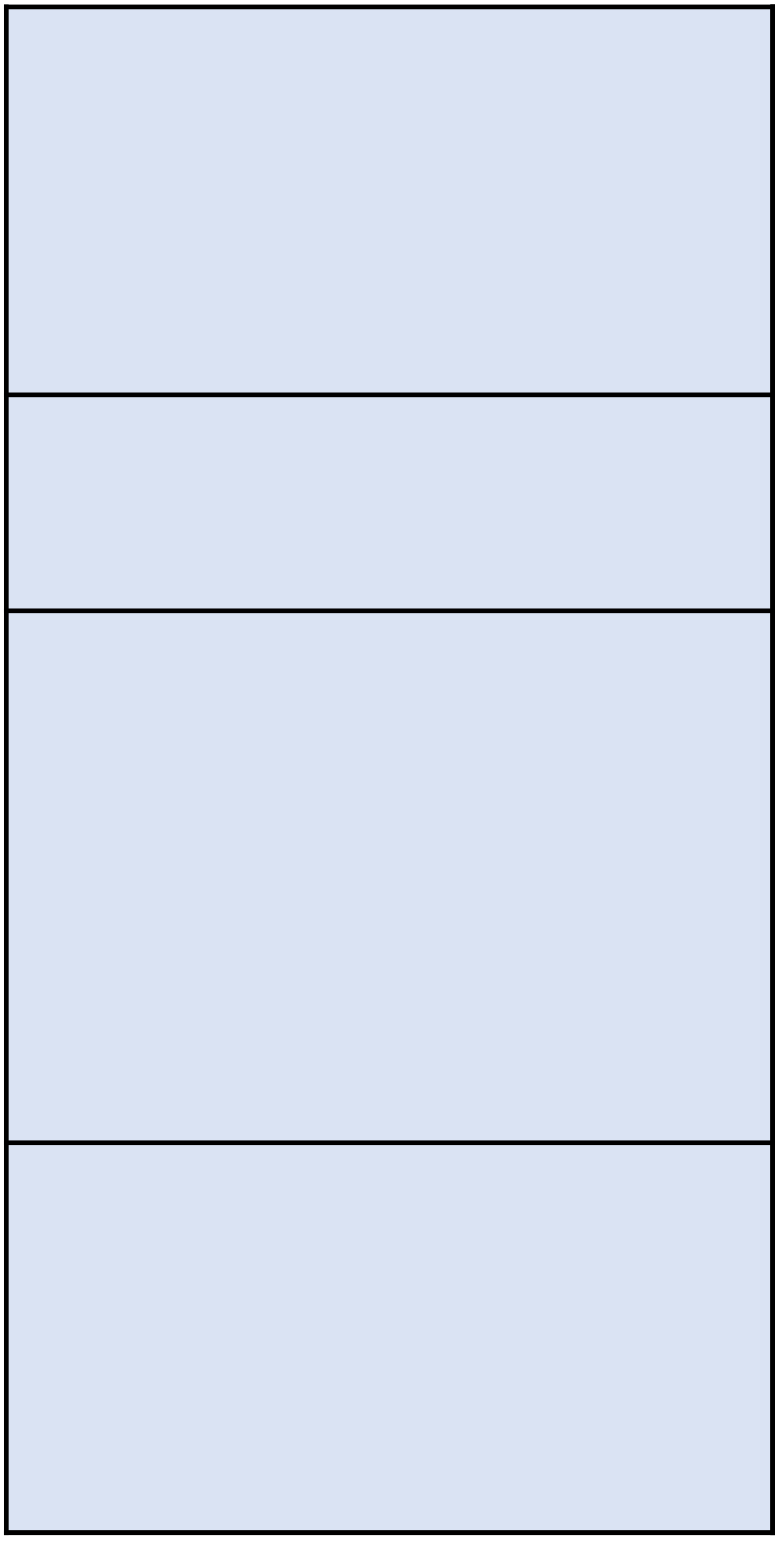

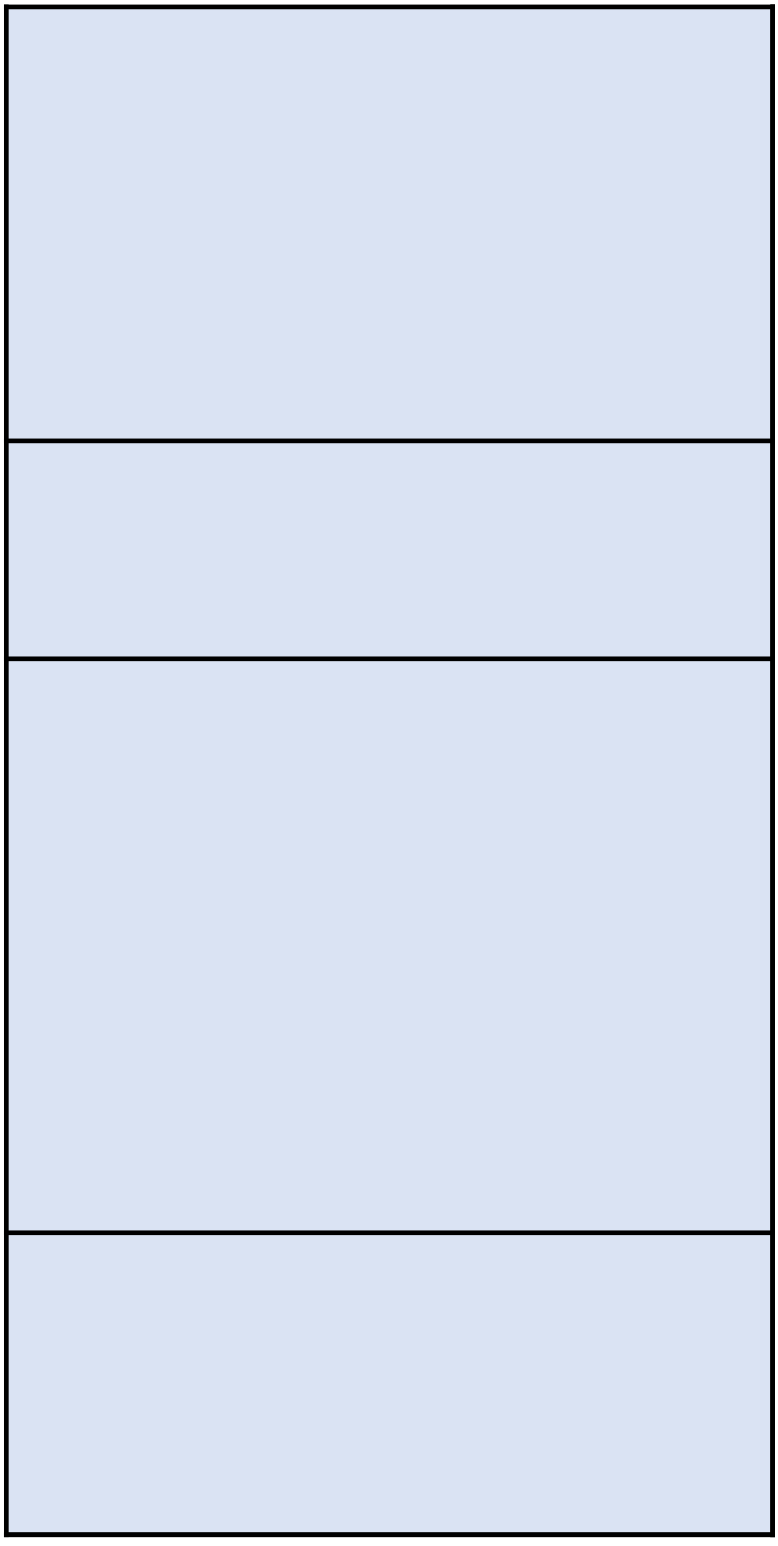

RRT Assessment

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RRT Sustainability

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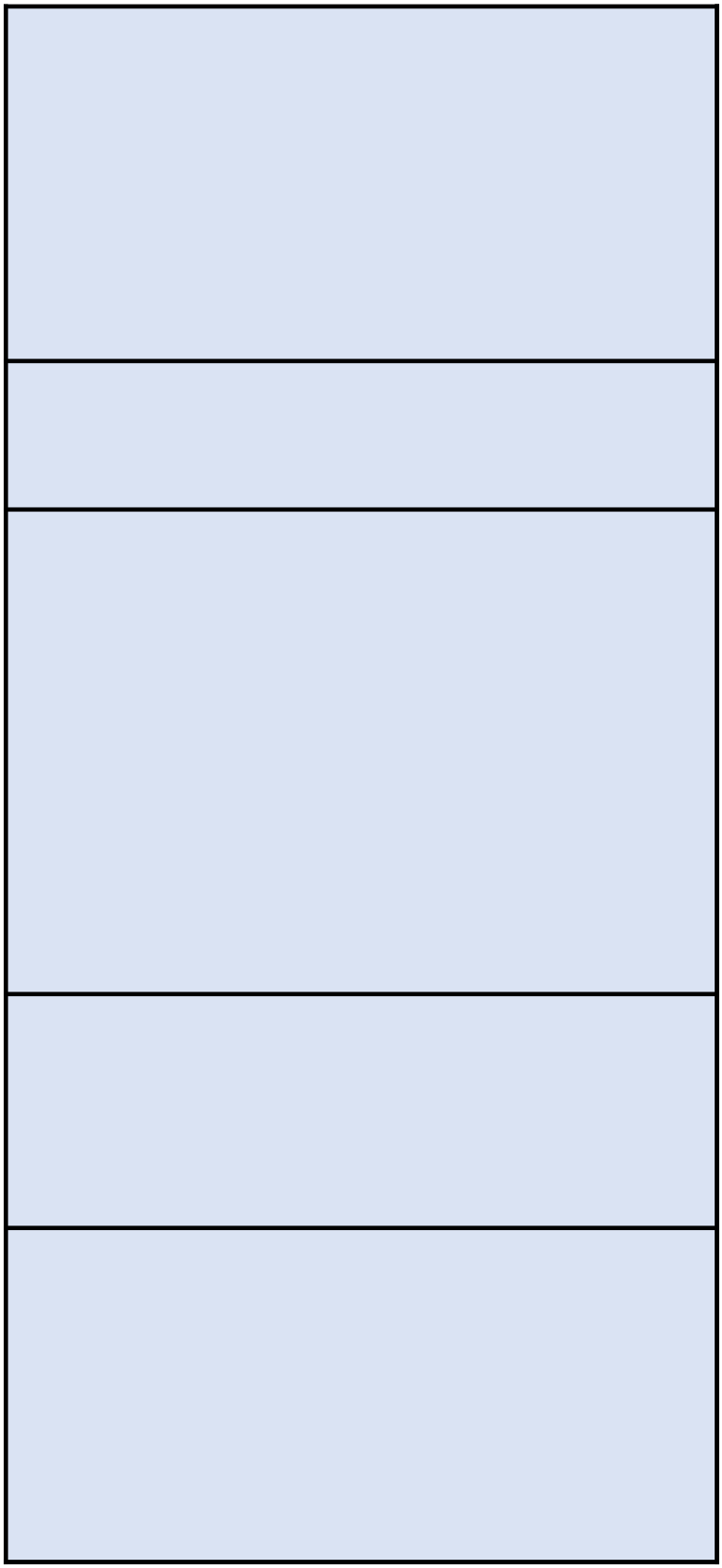

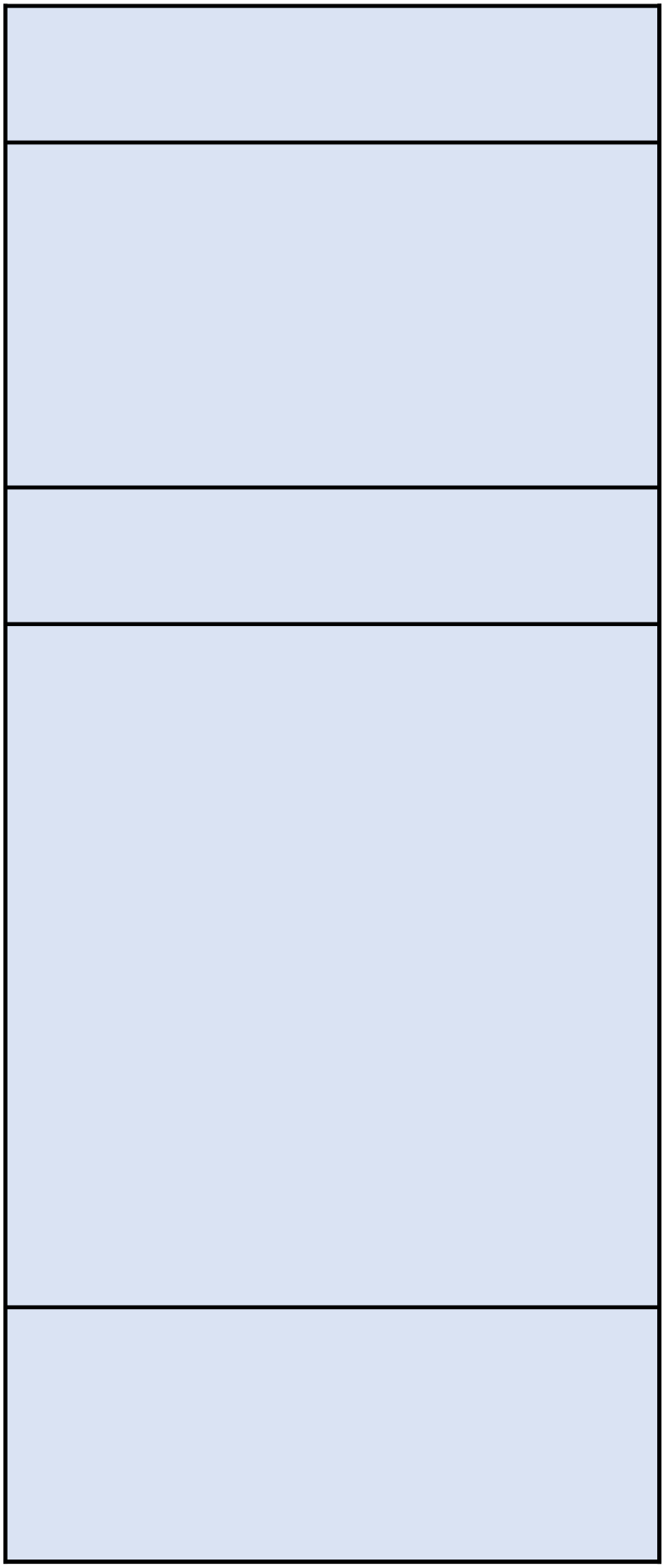

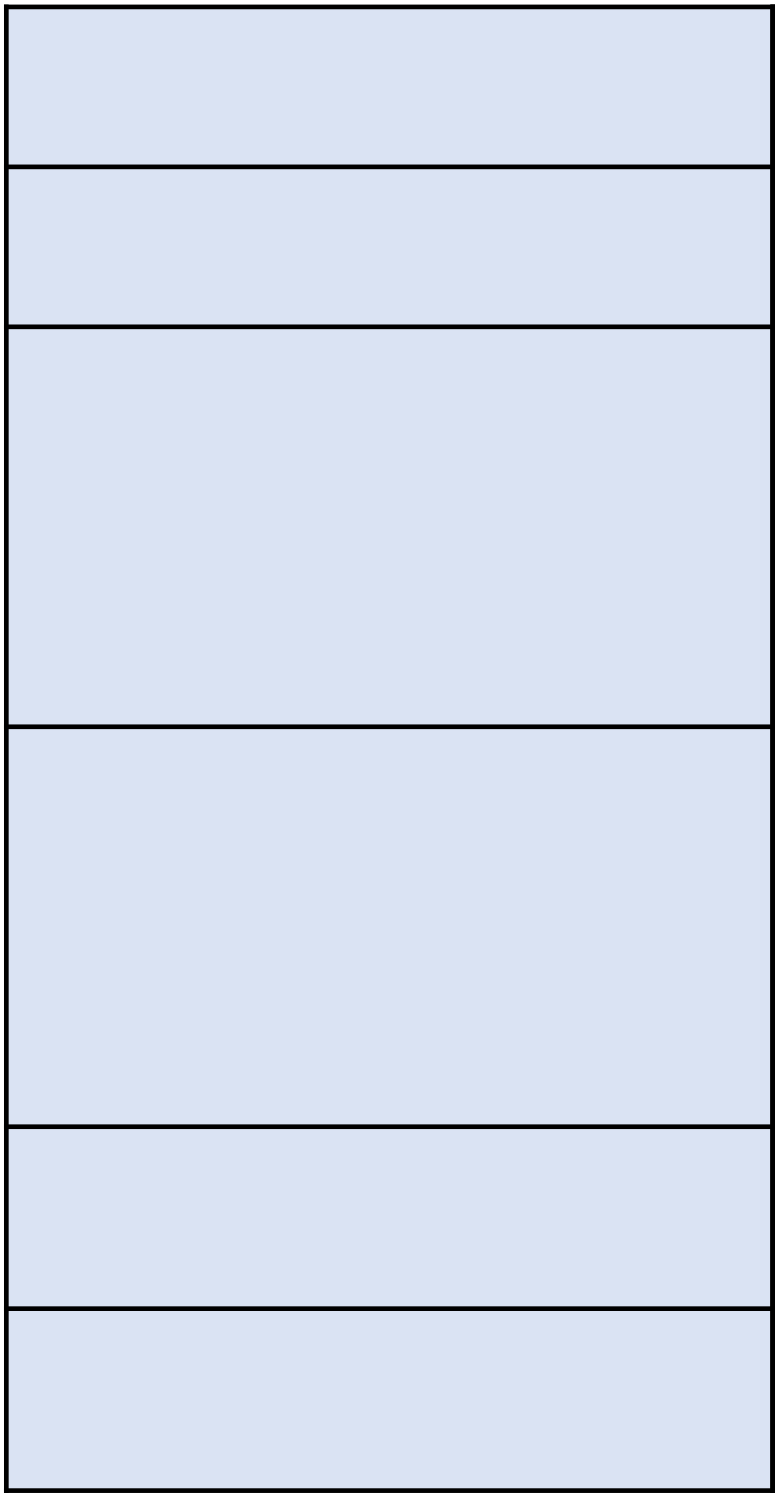

RRT Assessment

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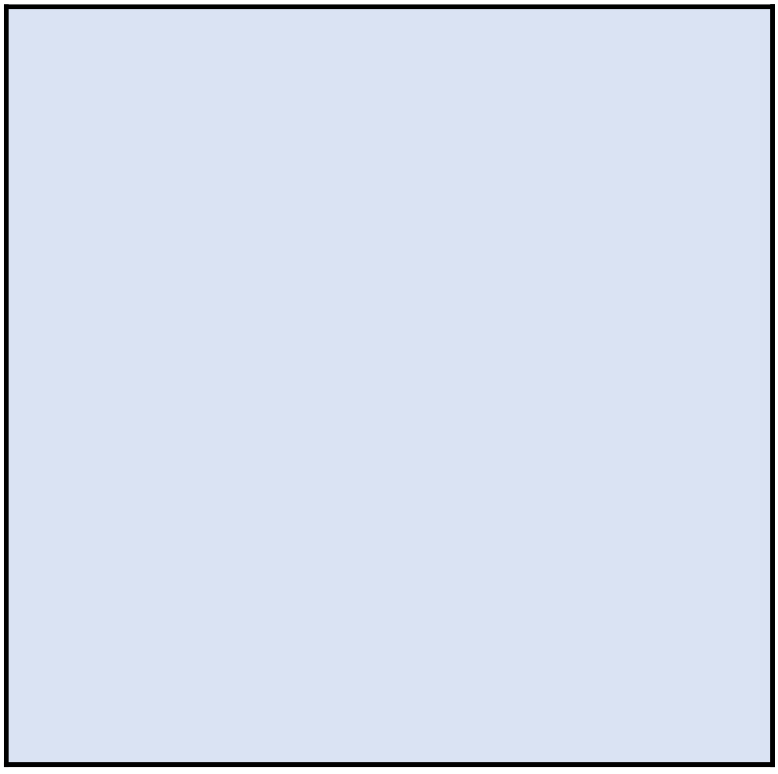

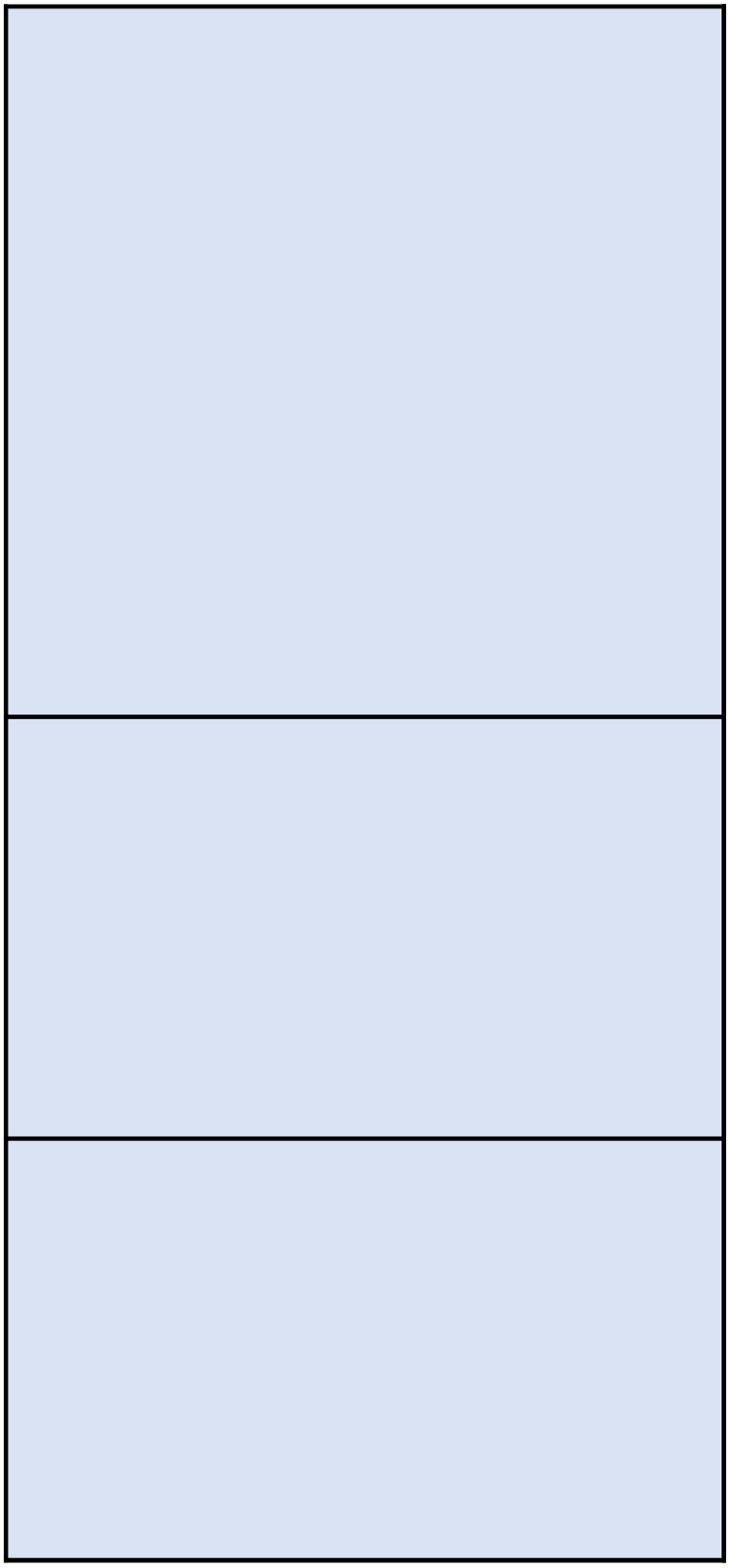

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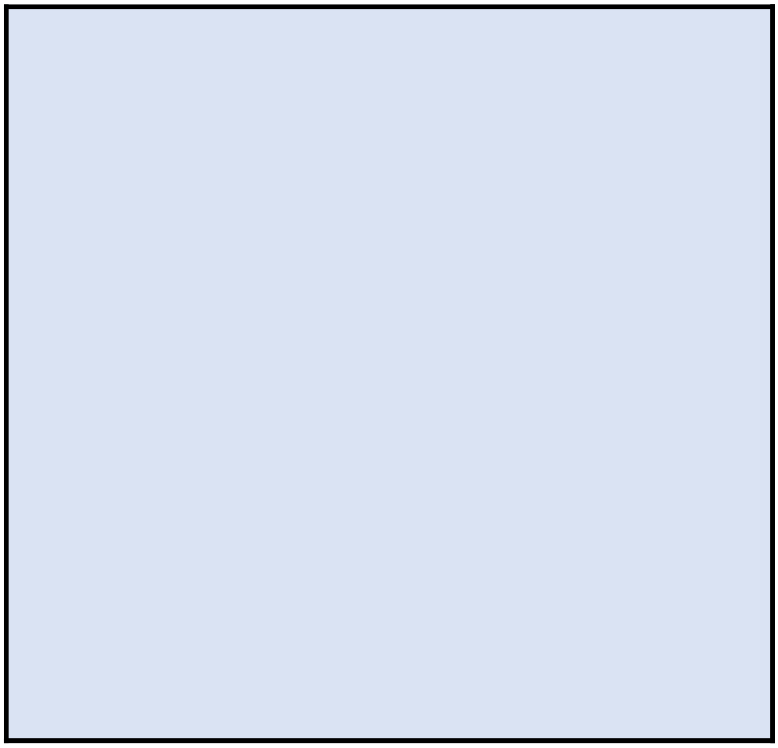

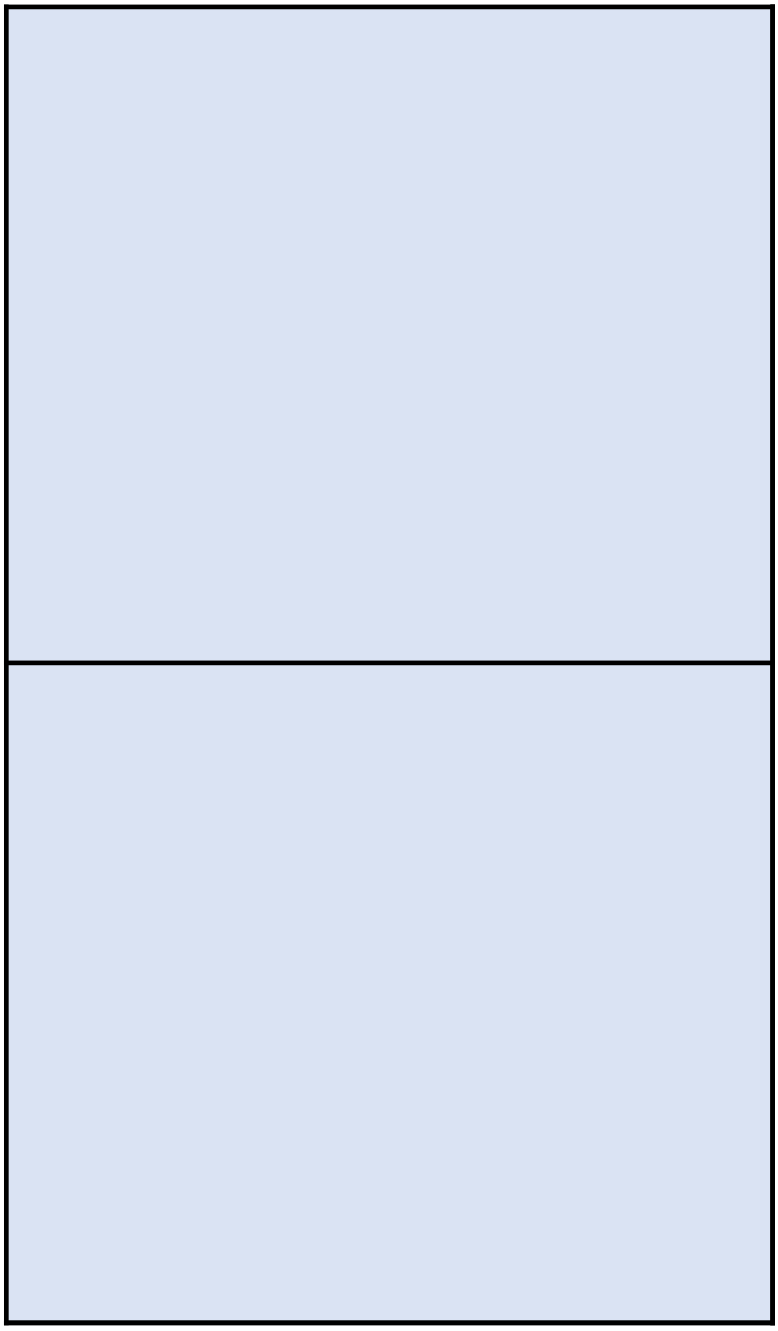

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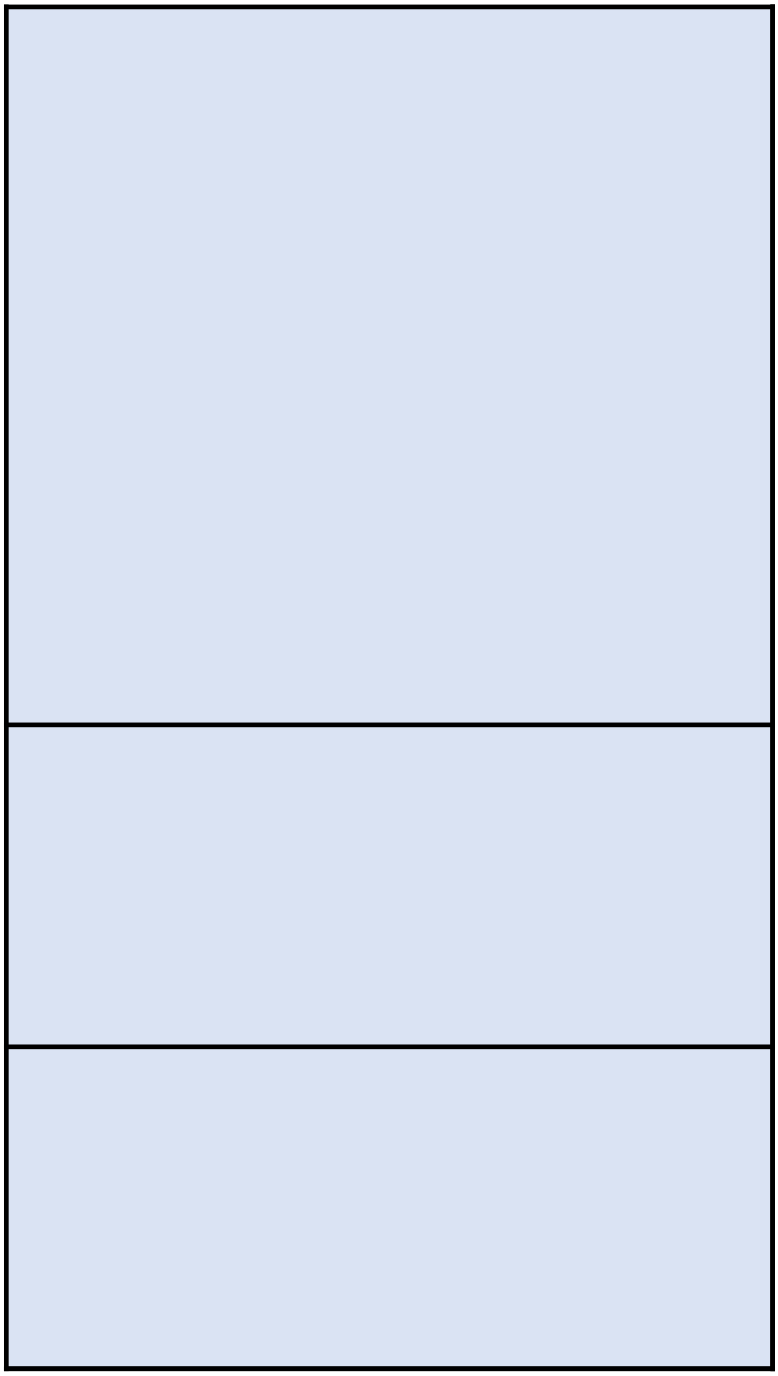

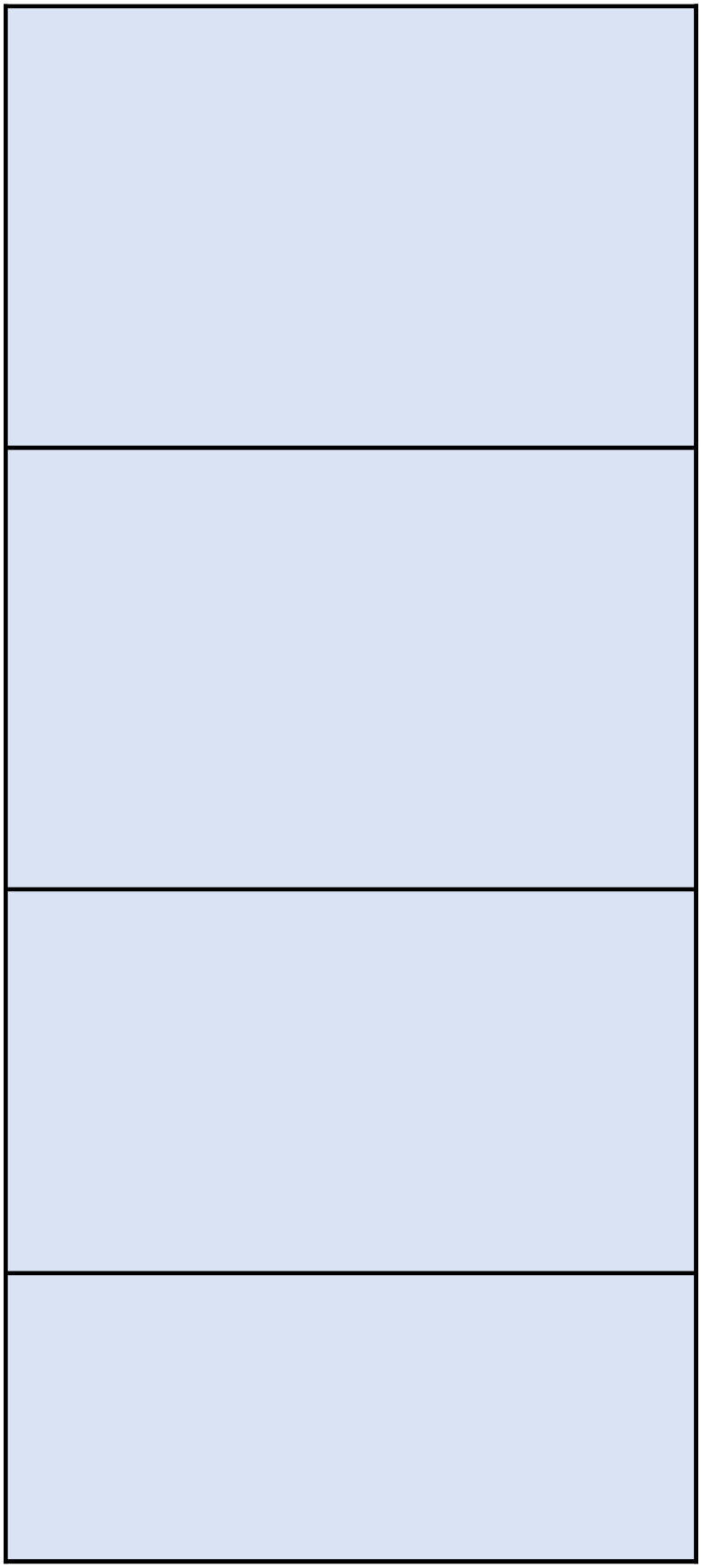

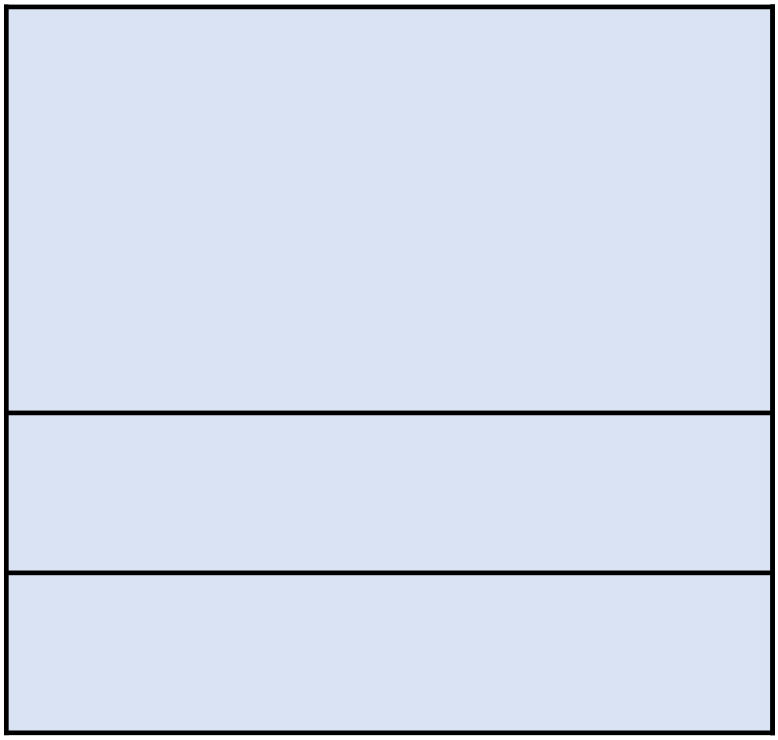

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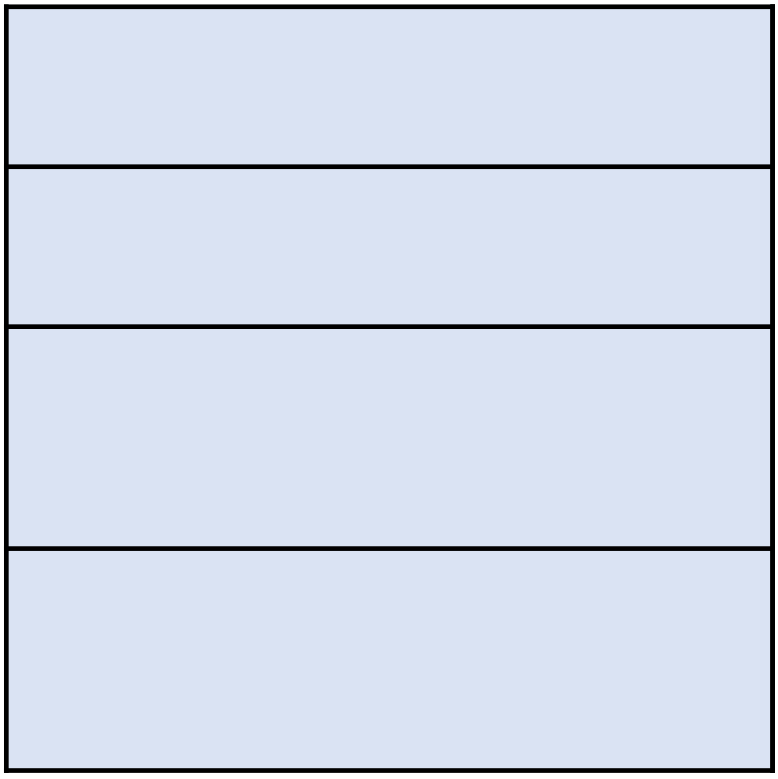

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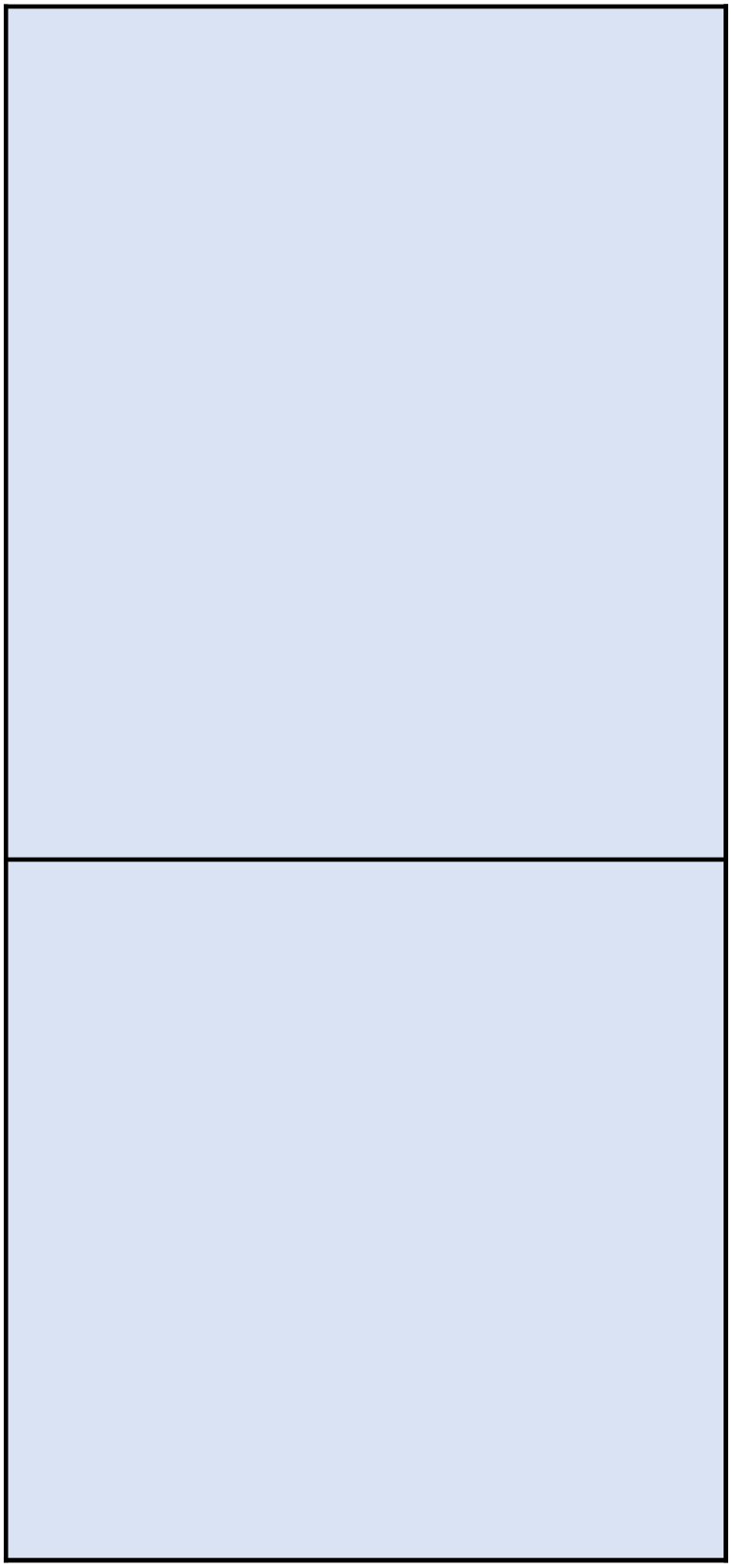

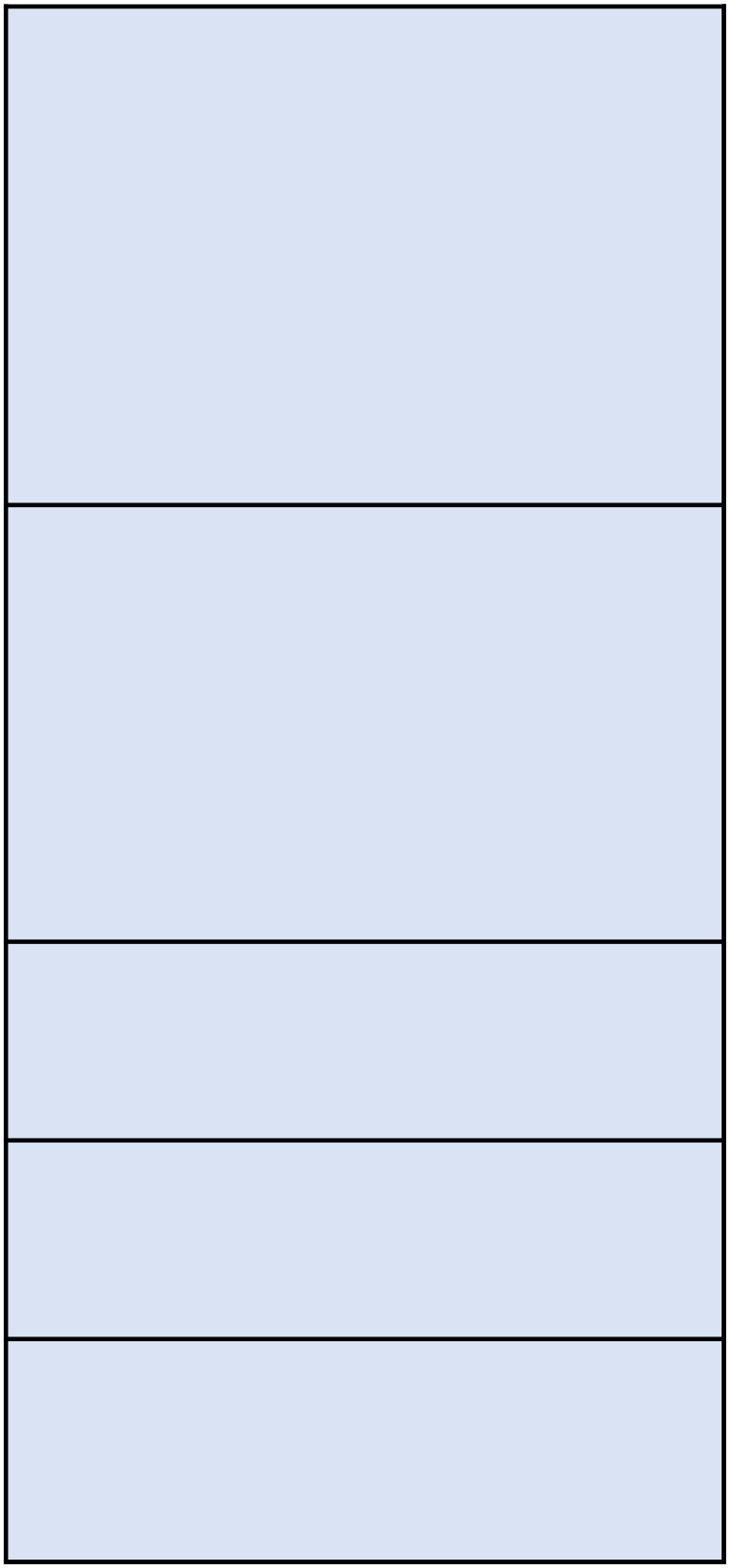

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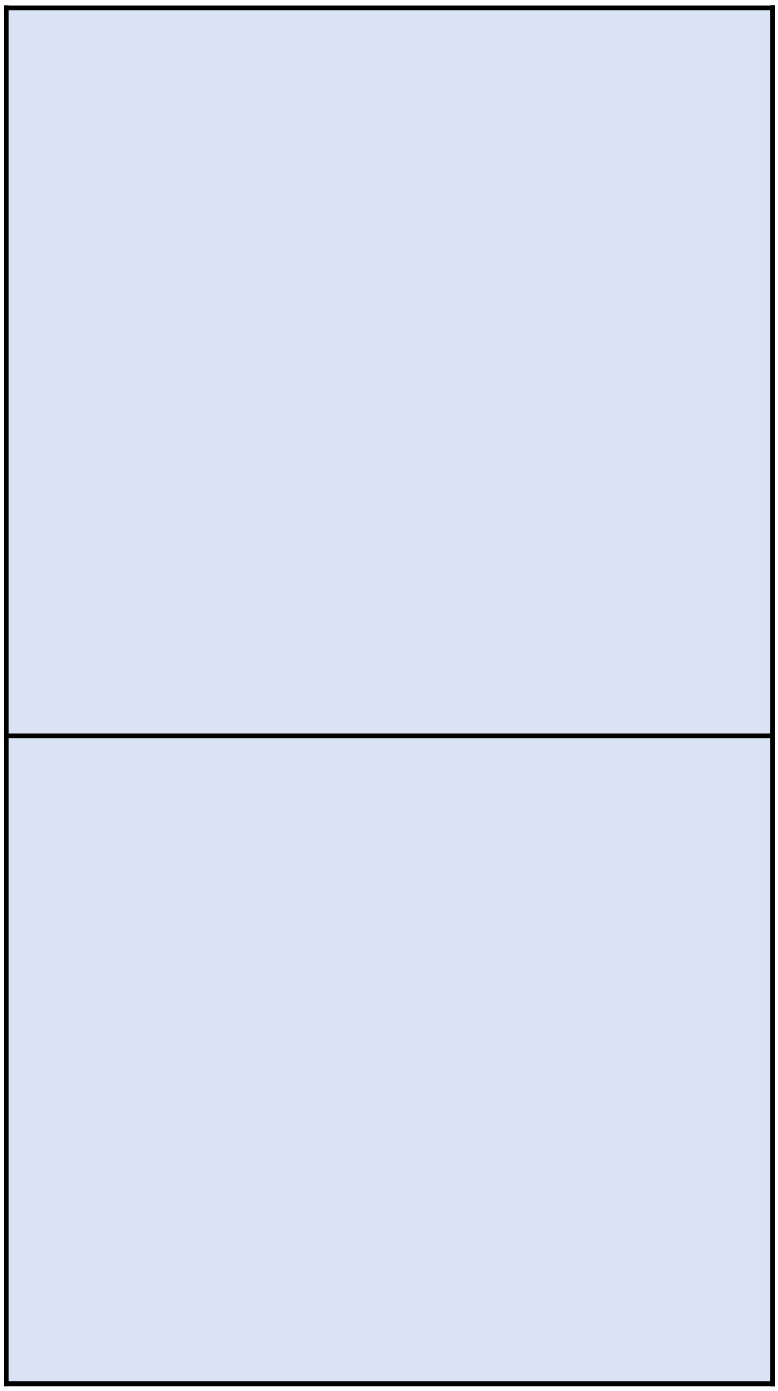

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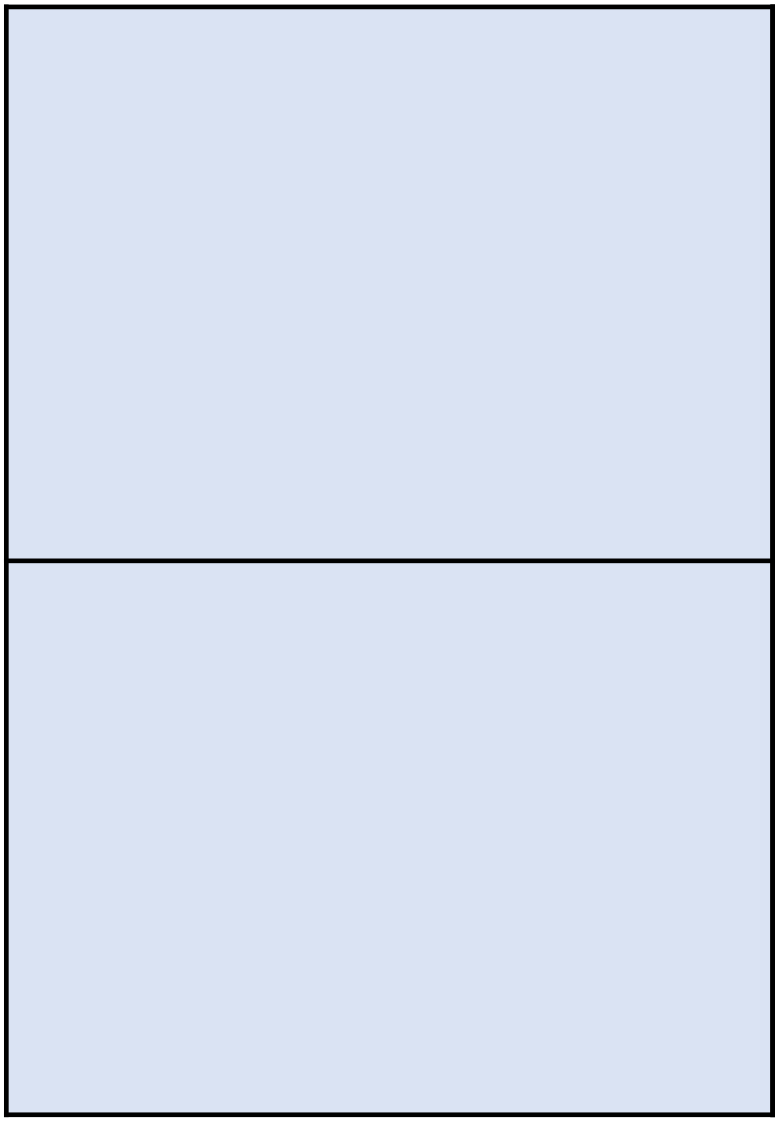

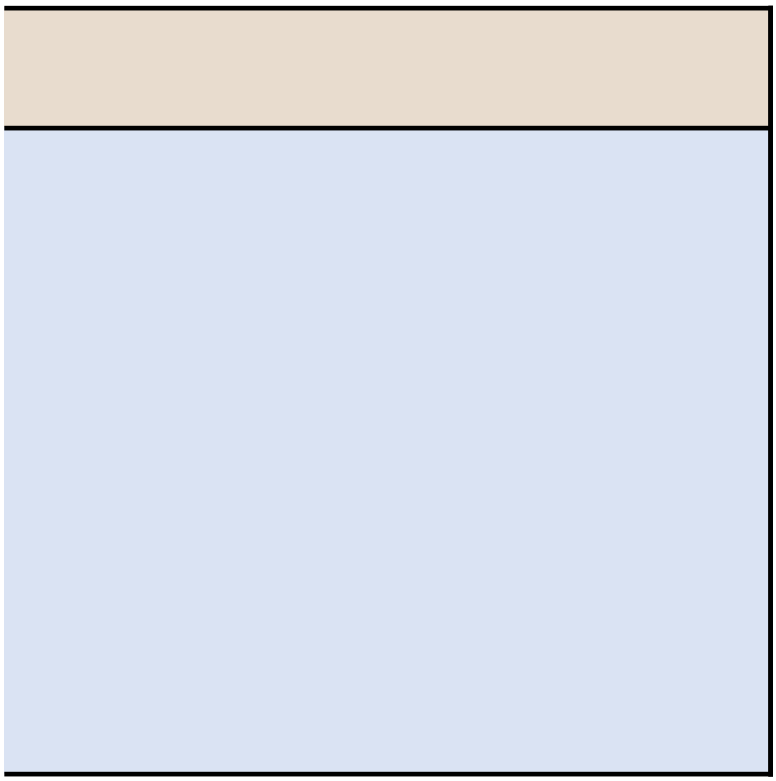

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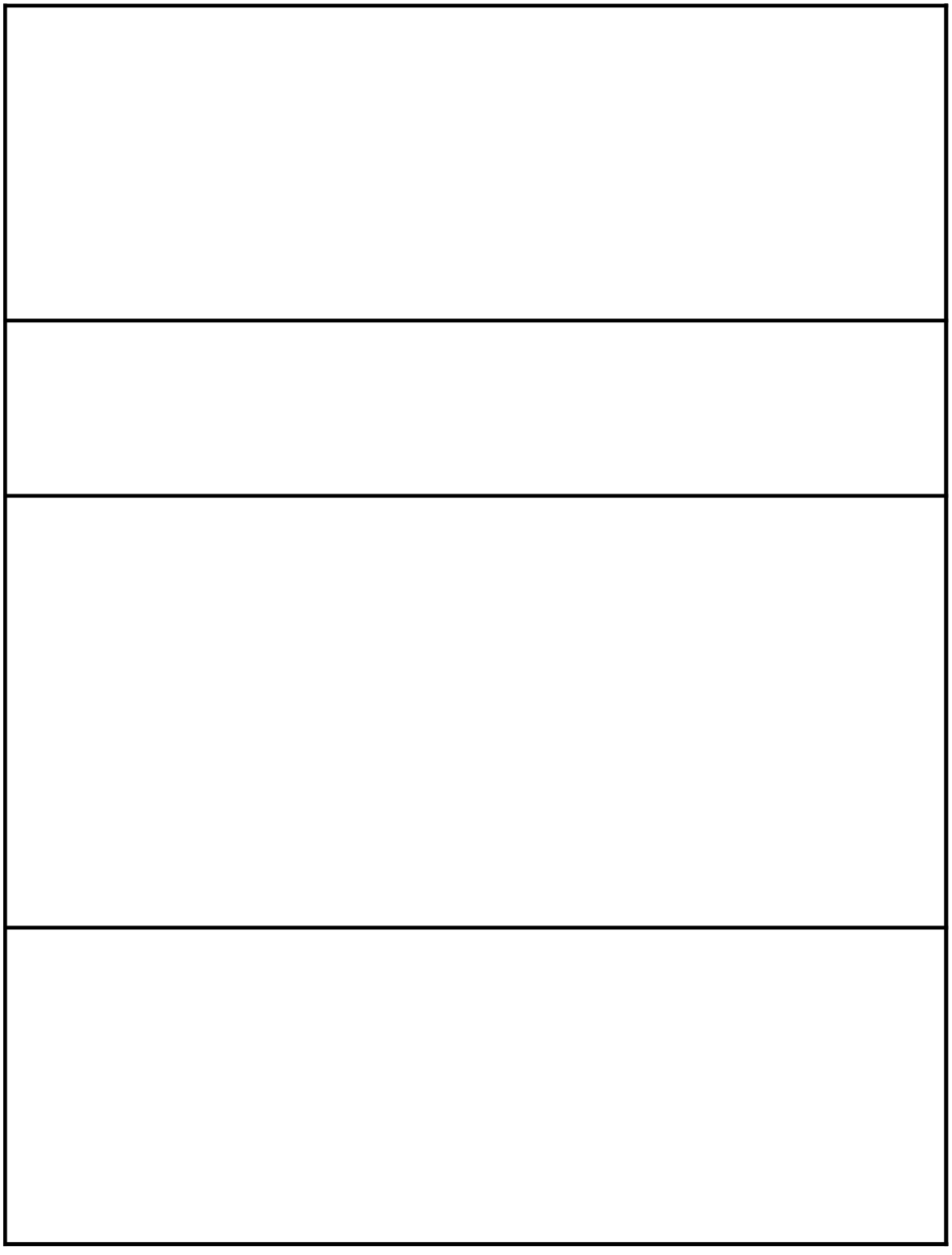

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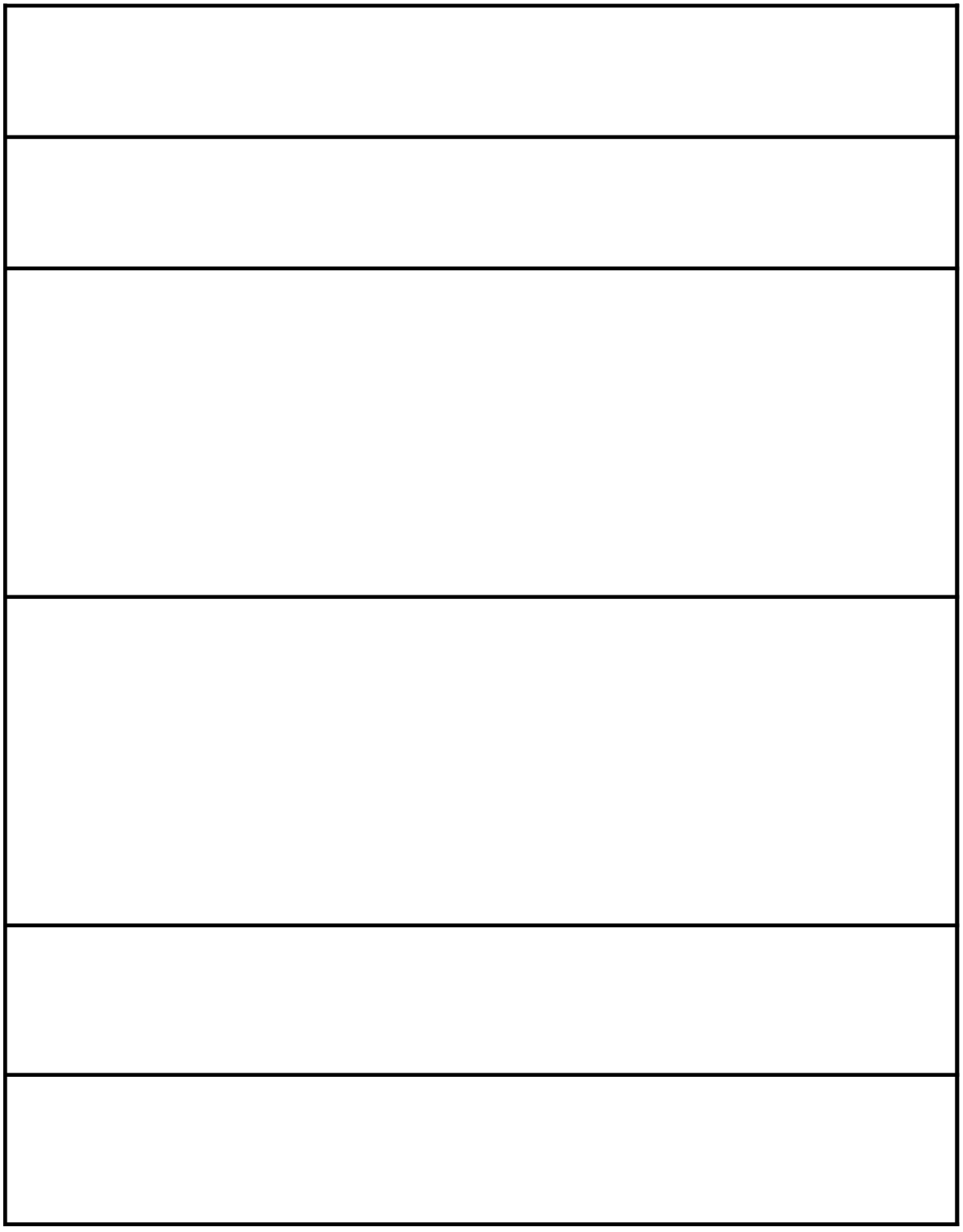

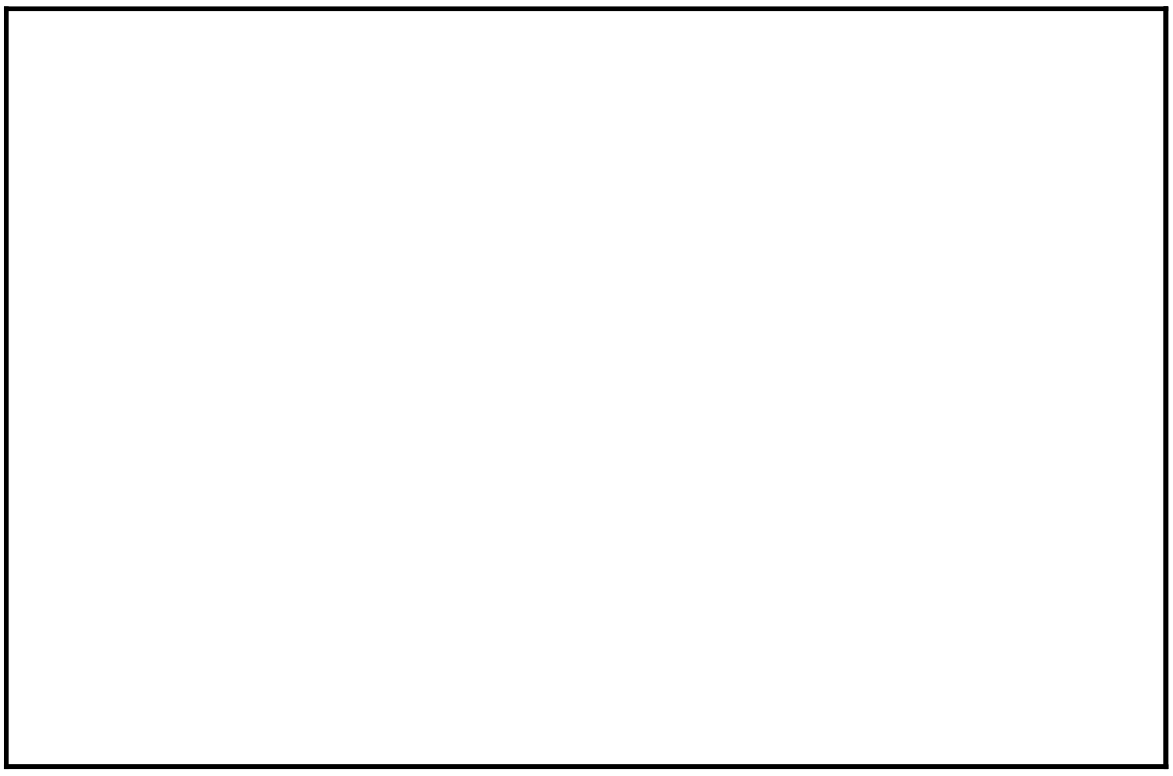

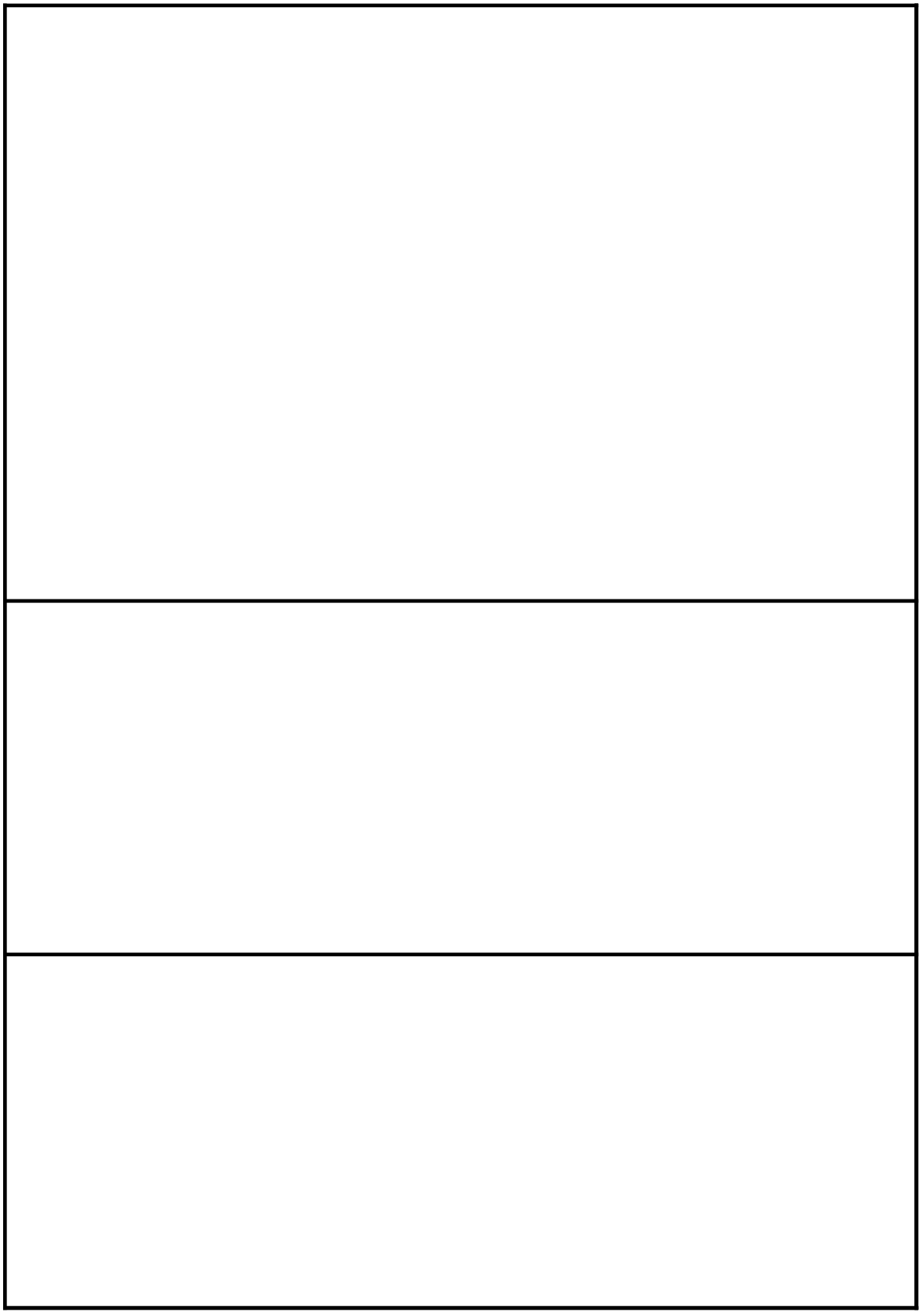

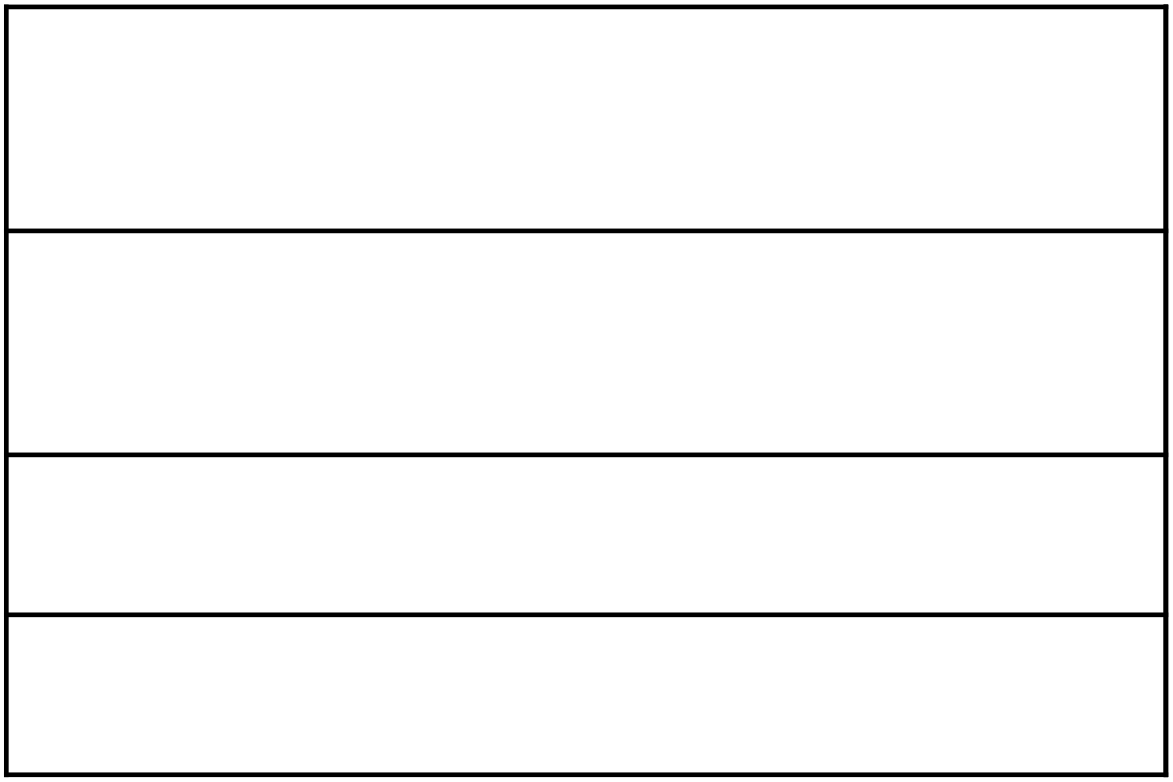

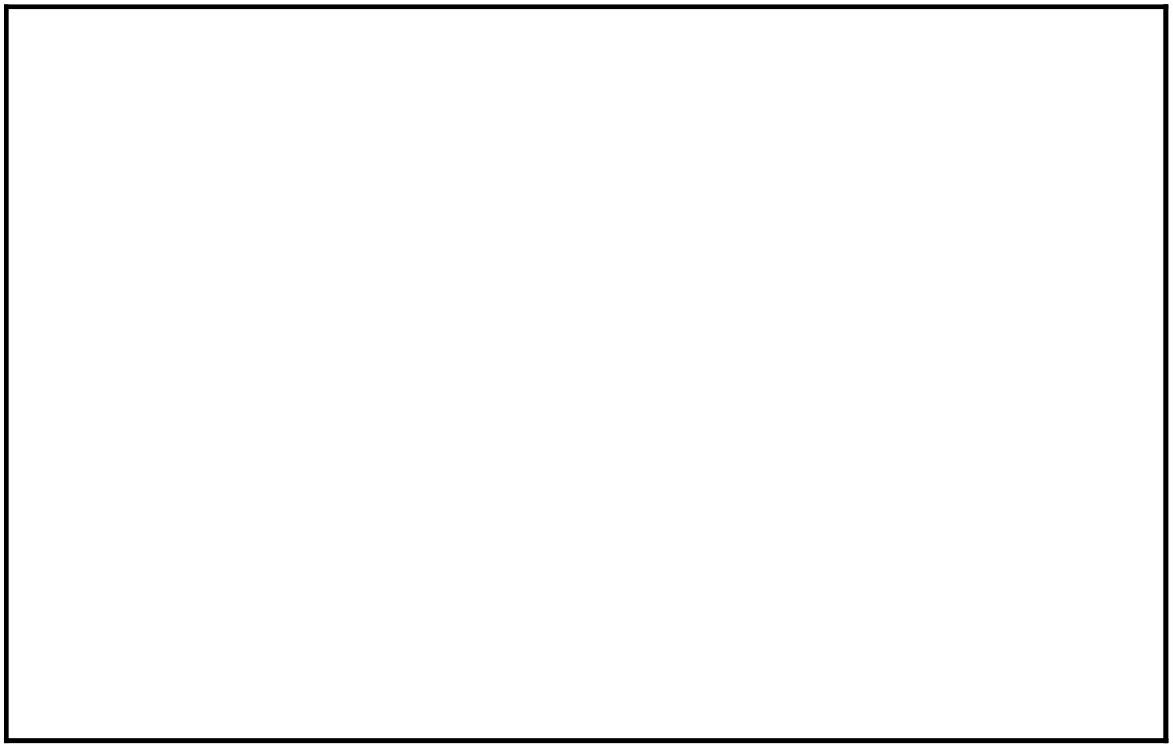

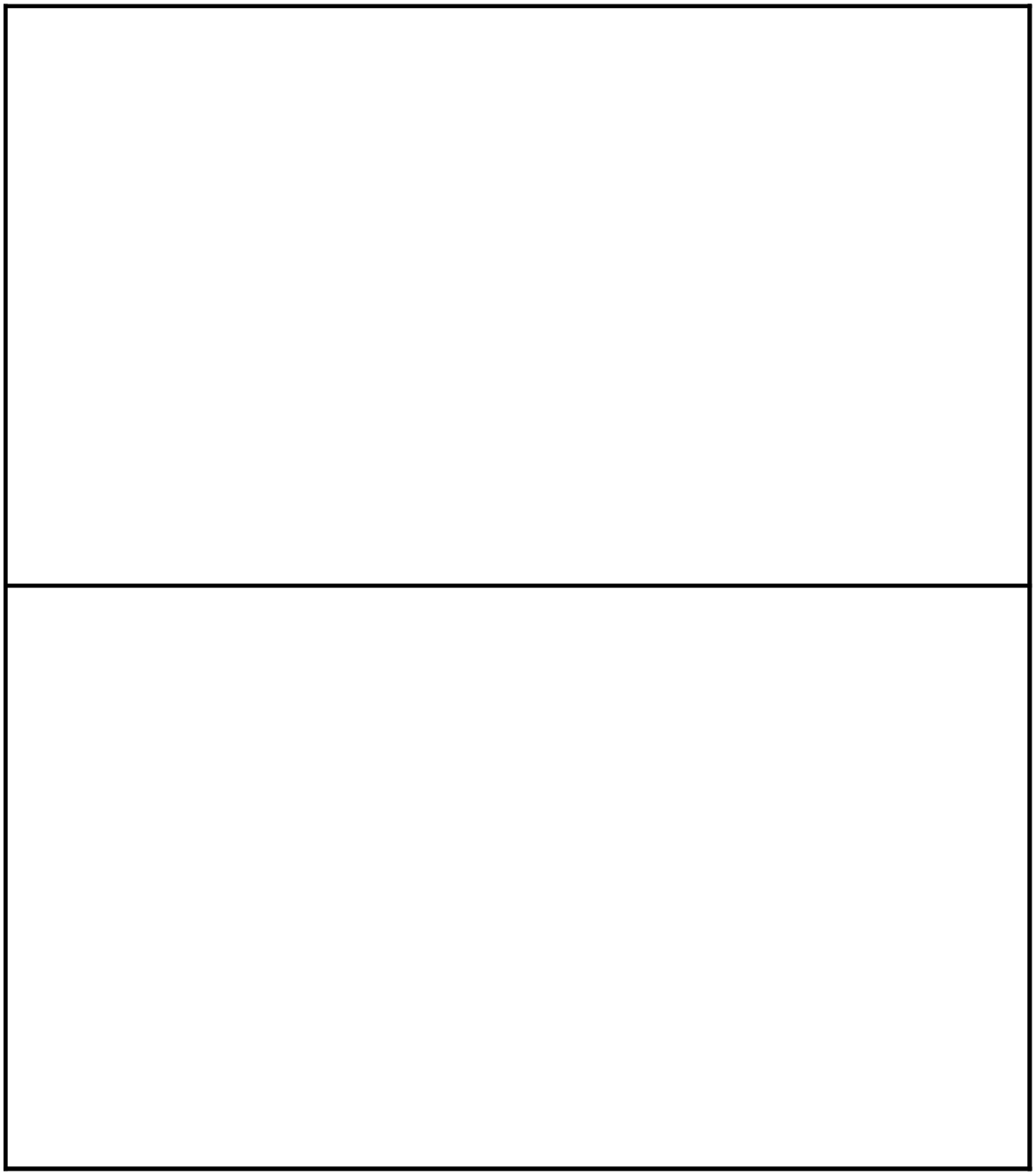

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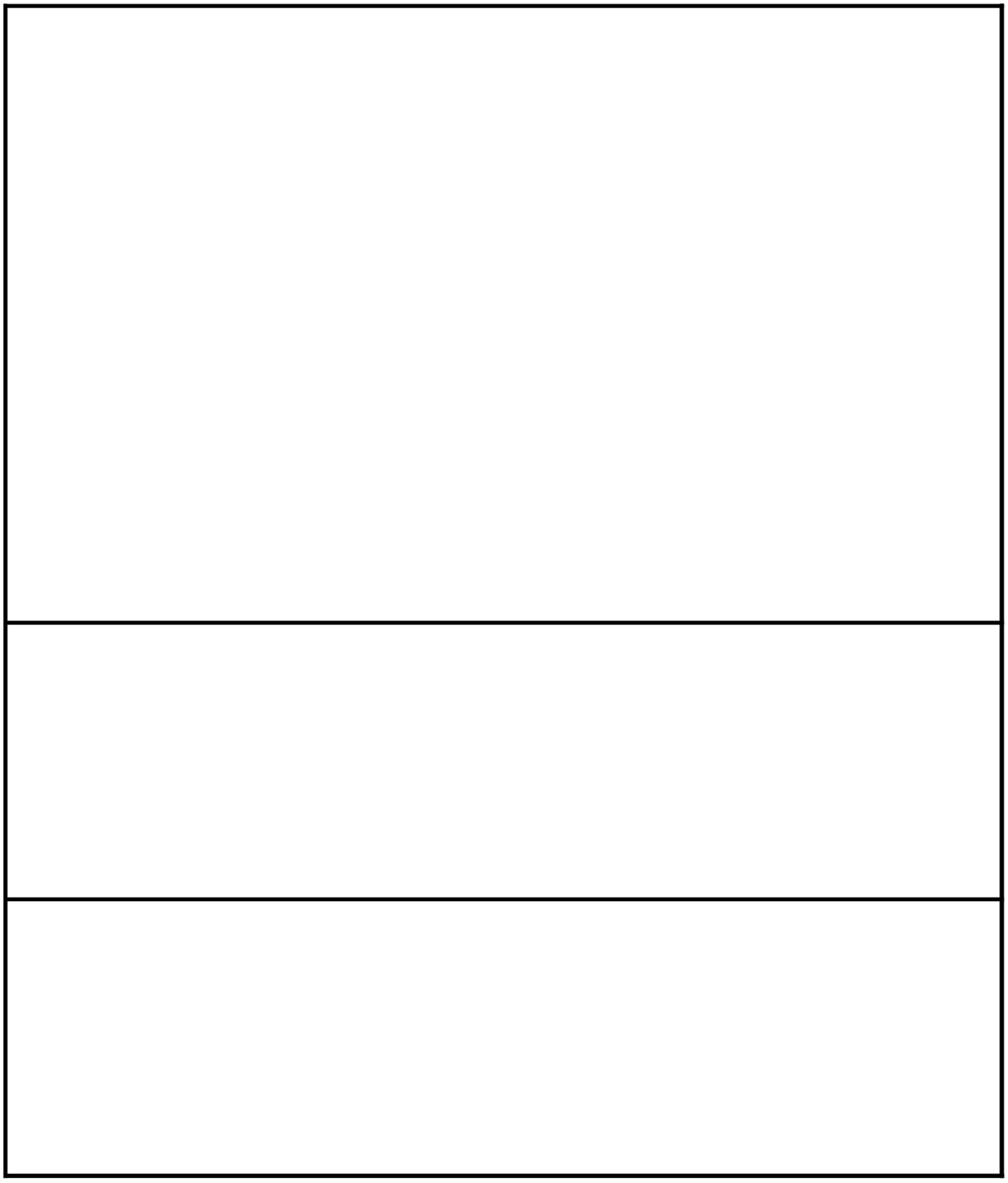
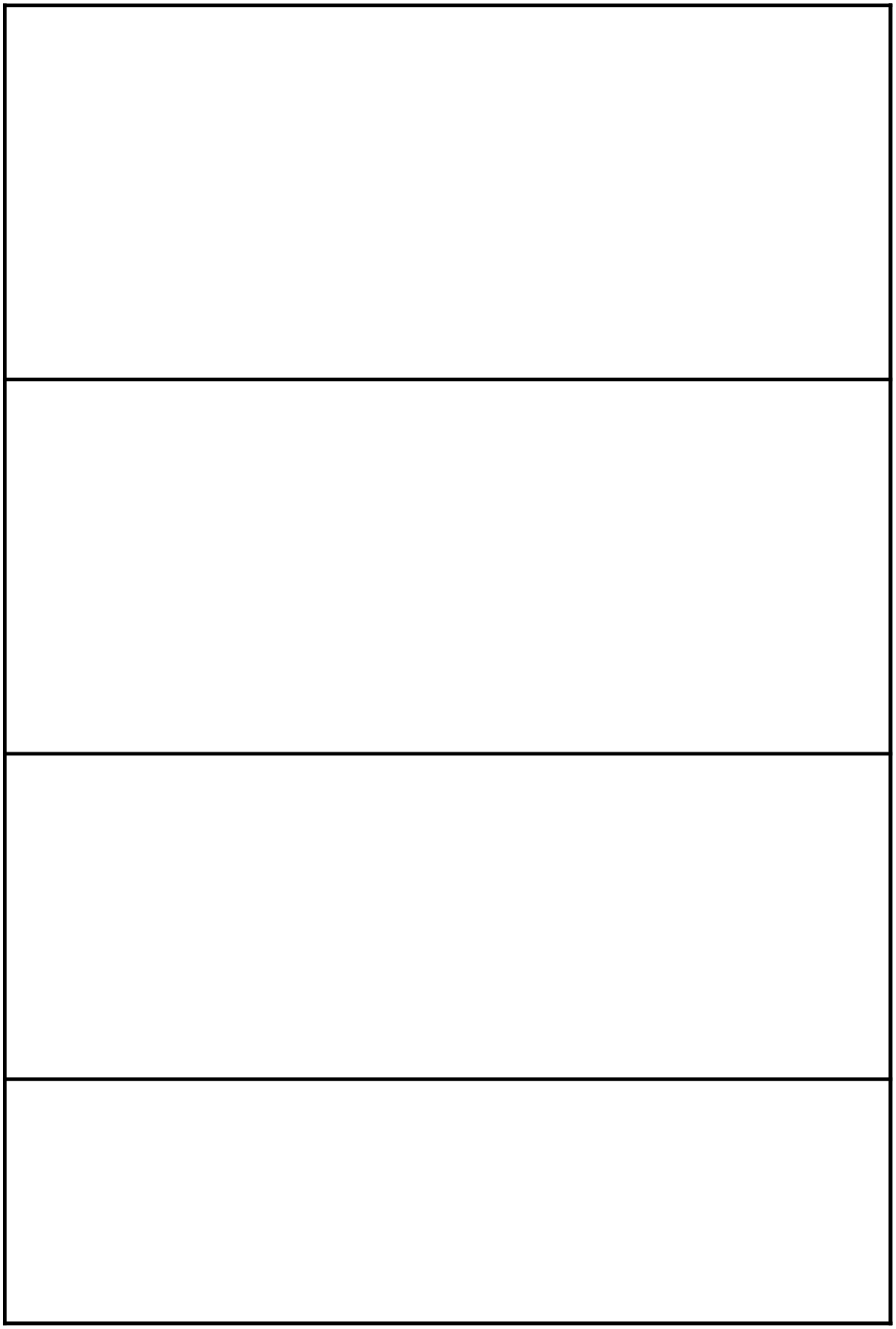
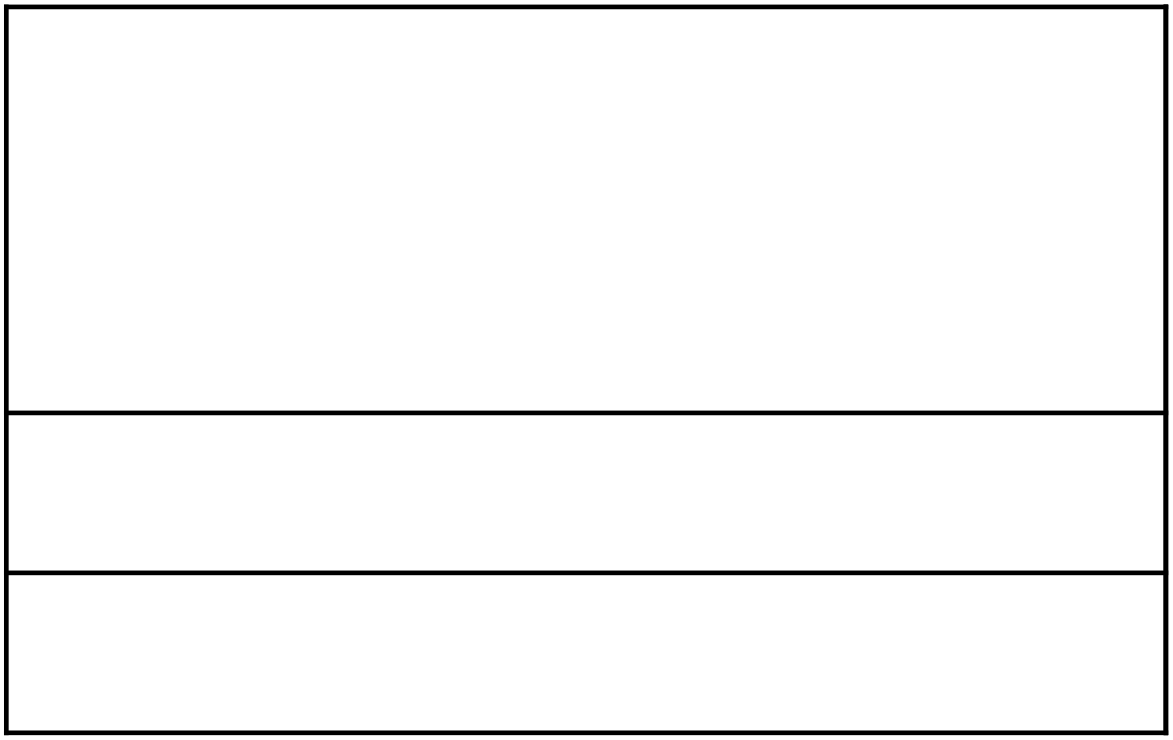
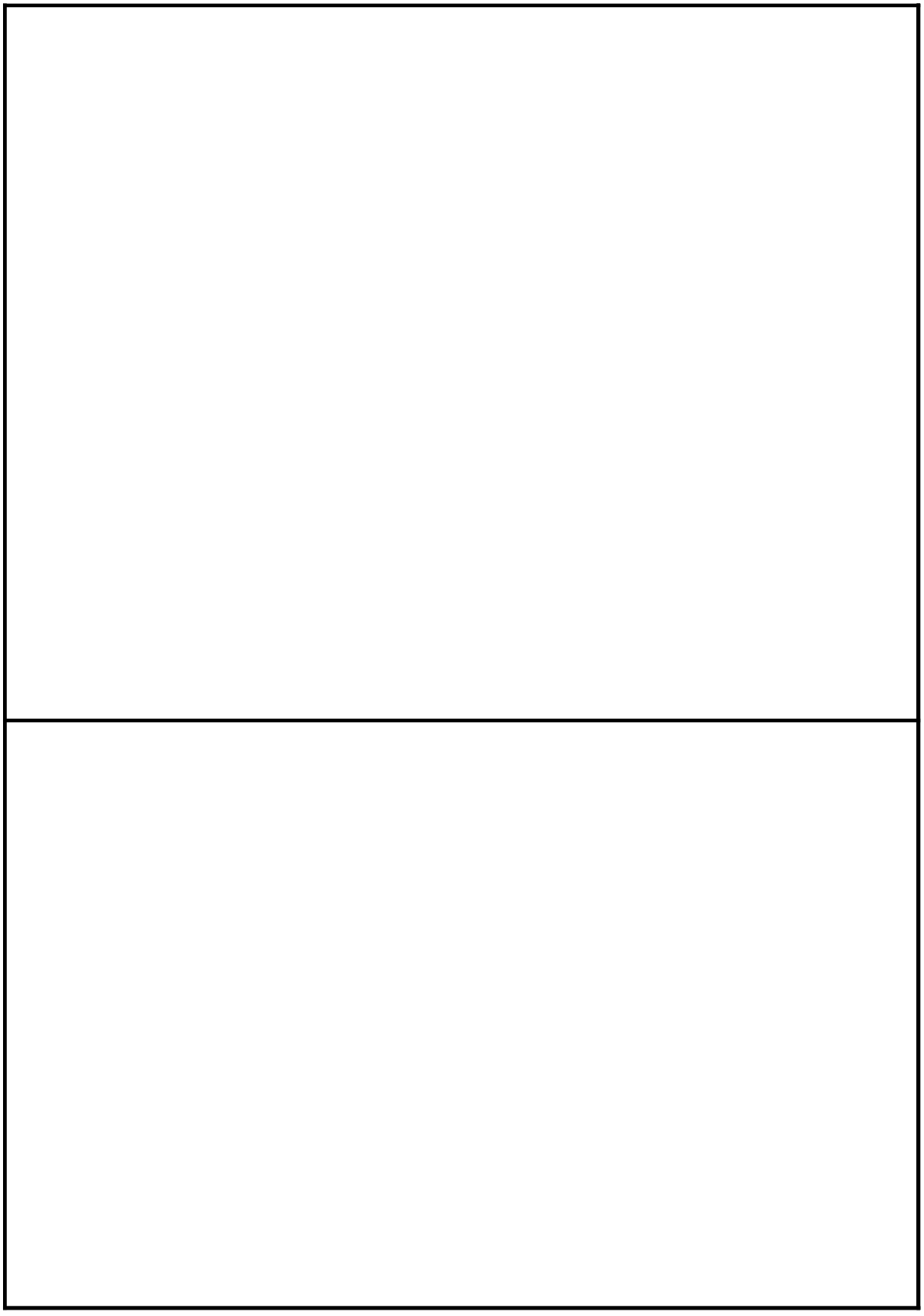
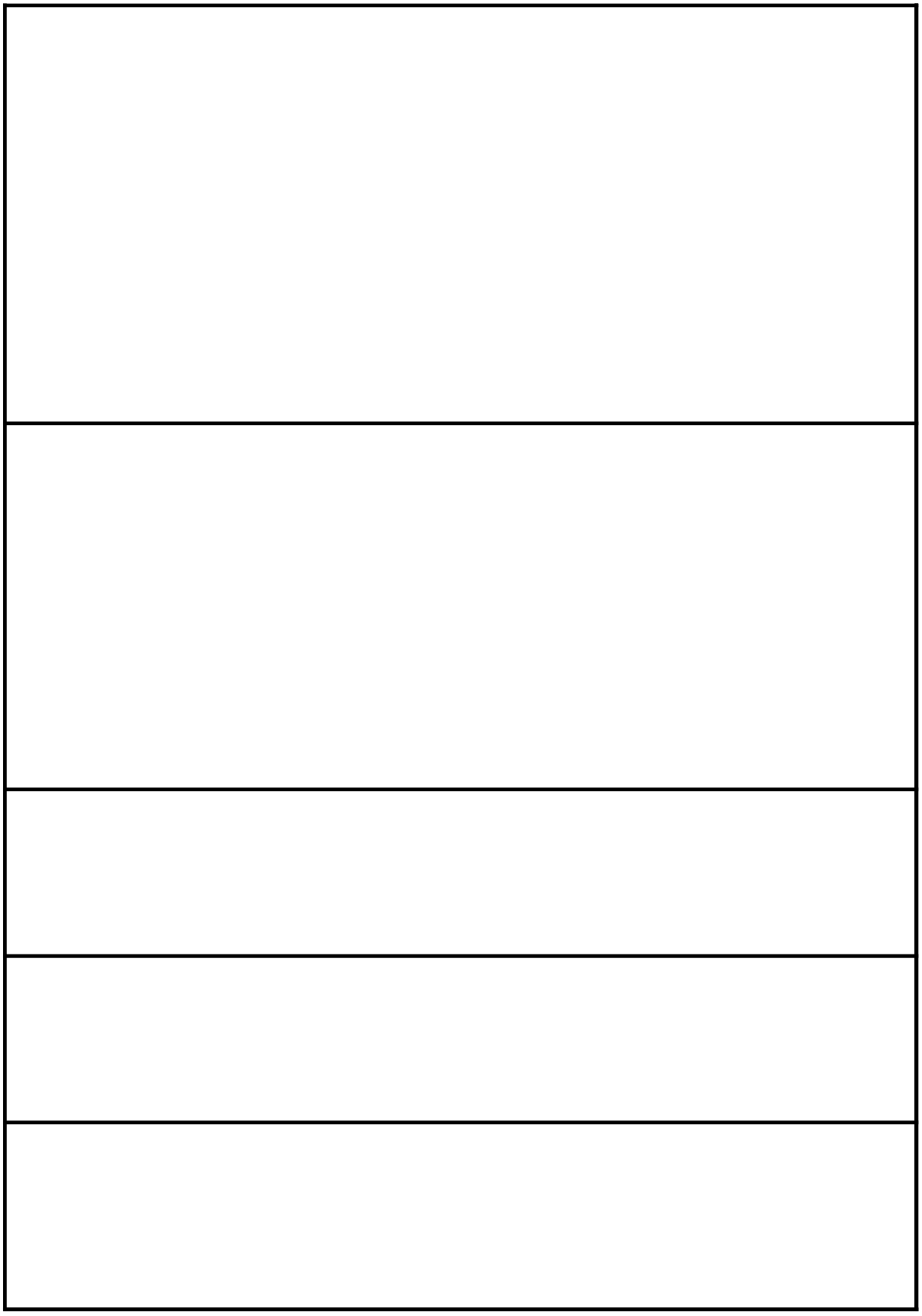
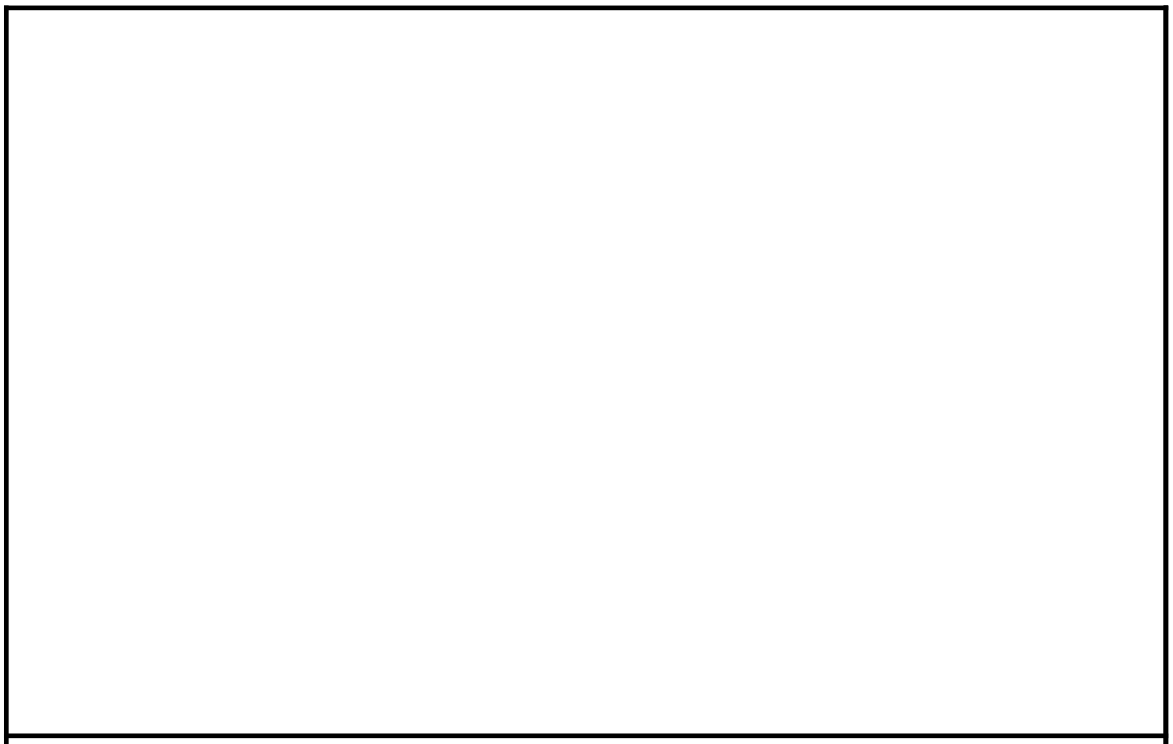




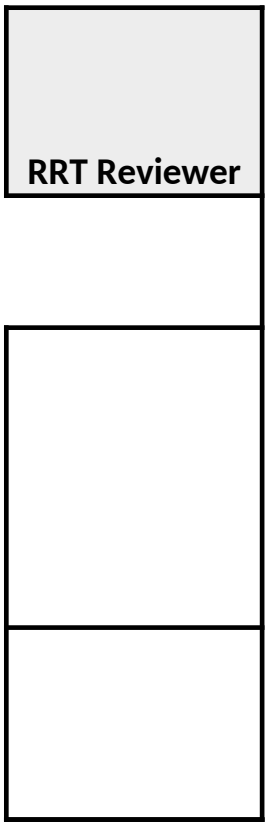


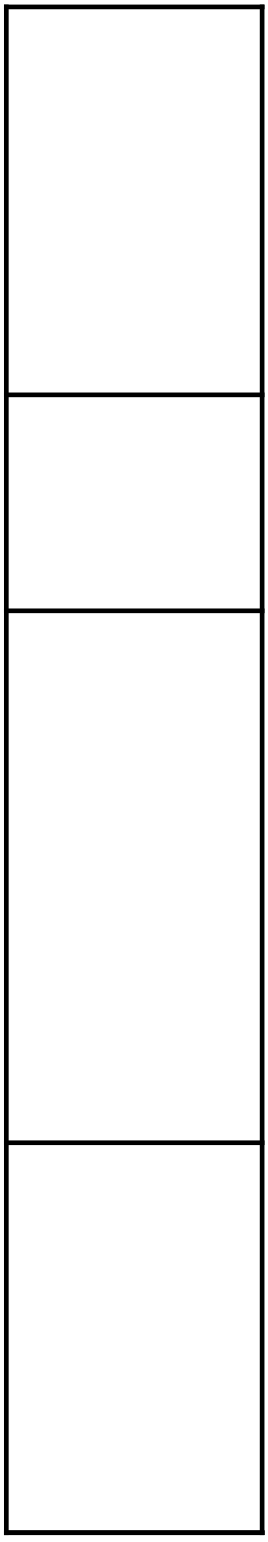


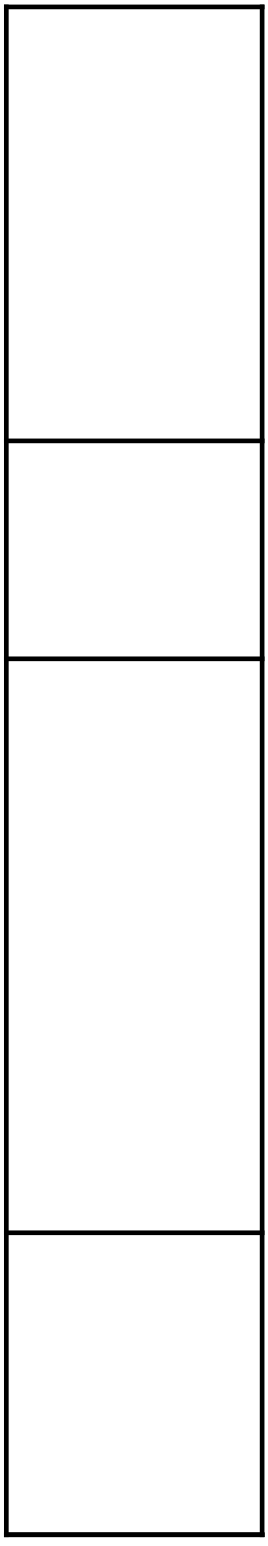


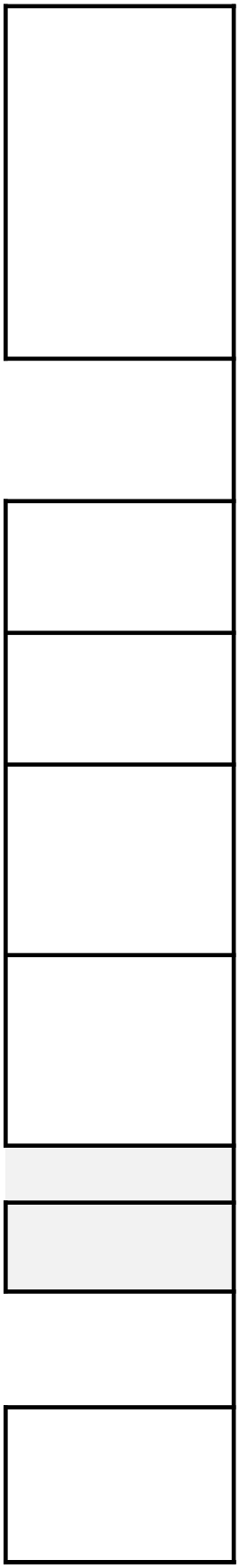


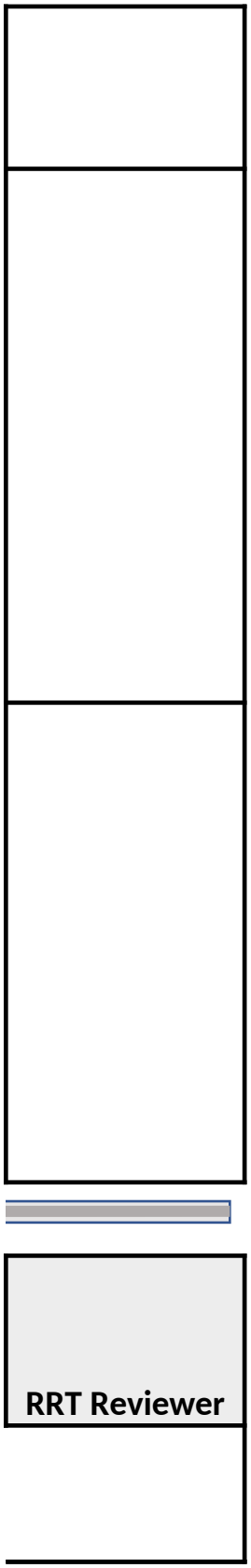
RRT Reviewer Comments

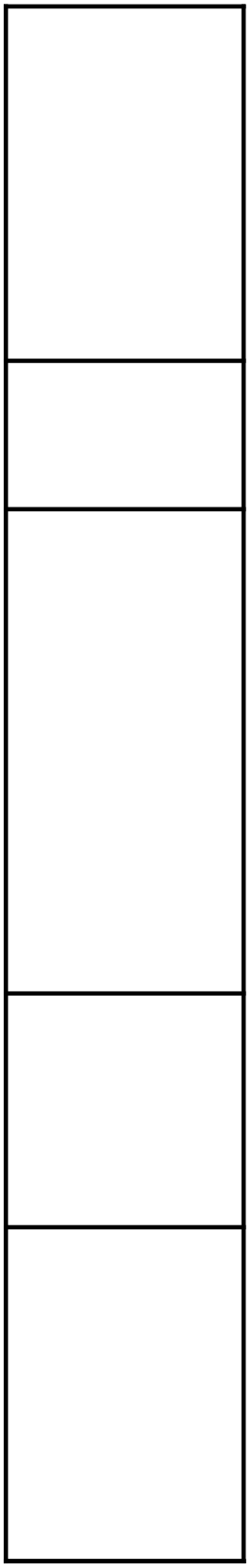

RRT Reviewer

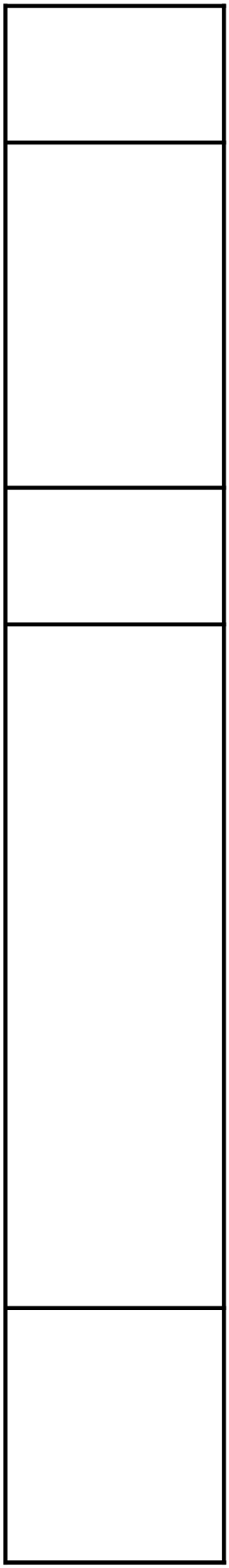


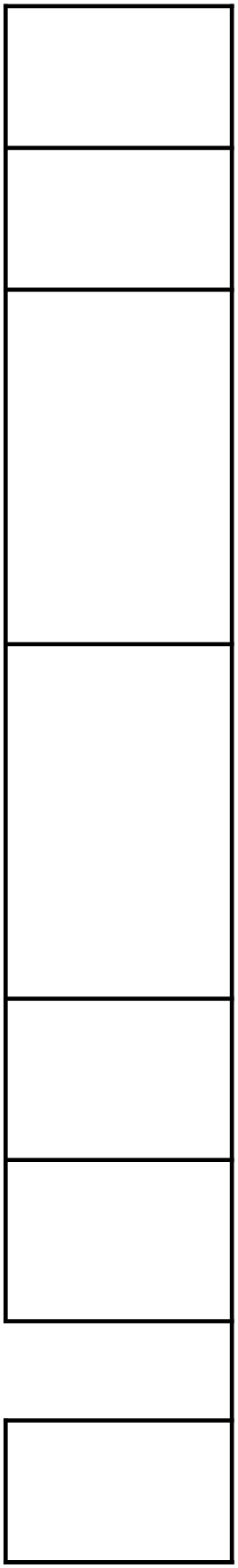


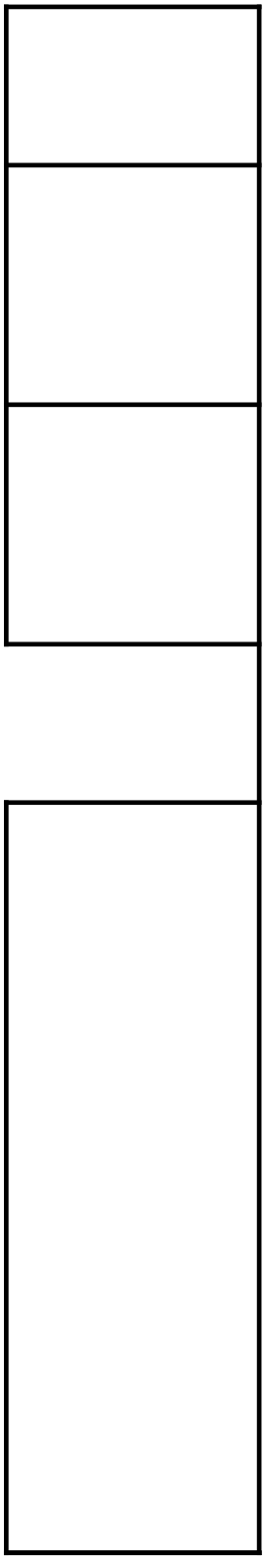


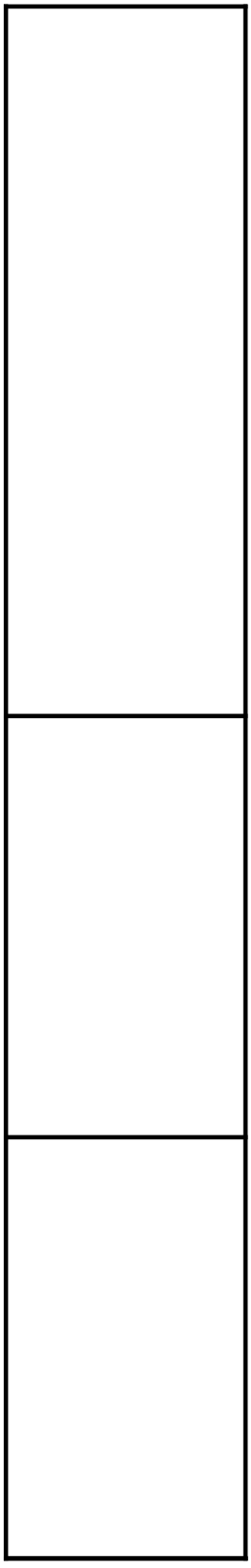

RRT Reviewer

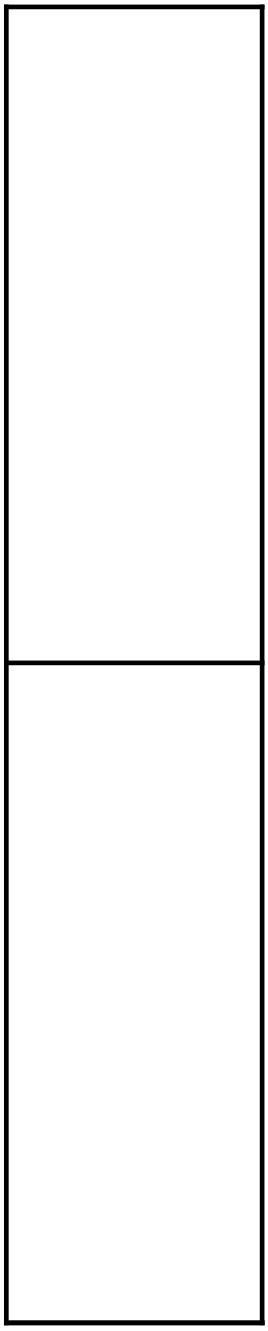


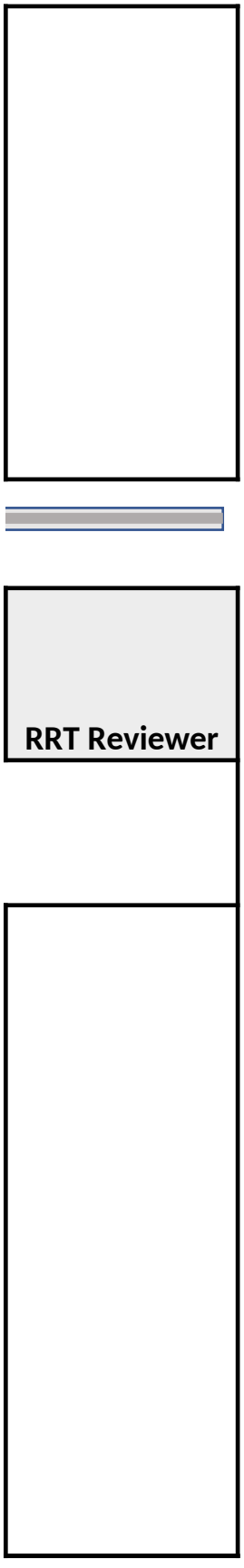


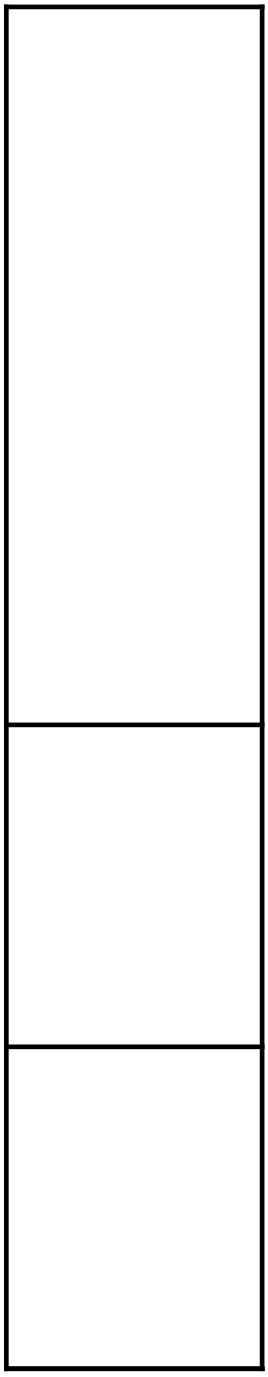


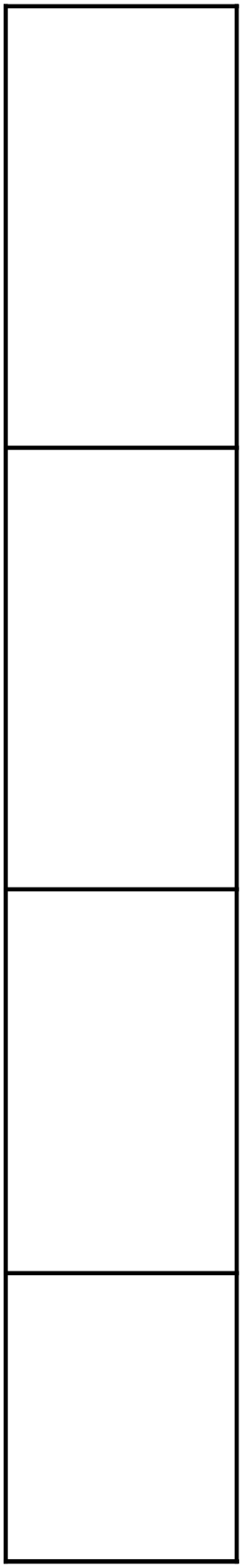


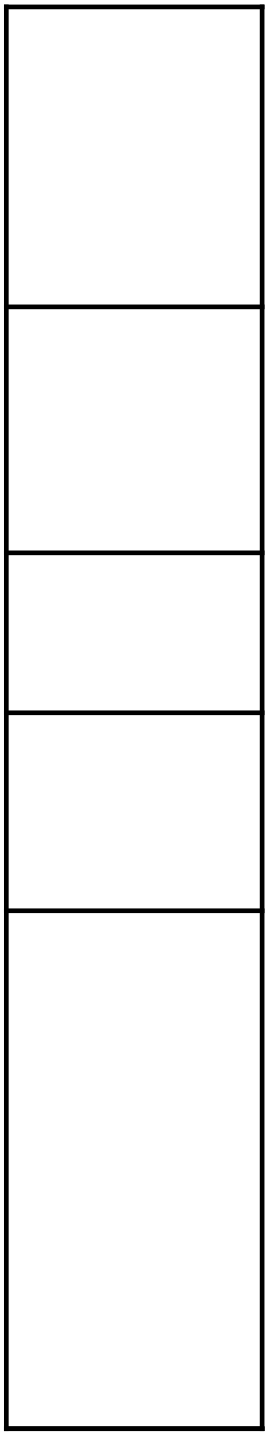


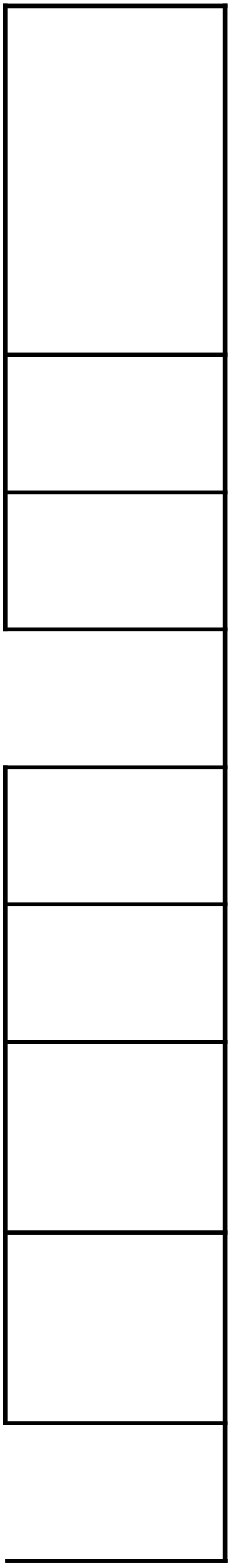


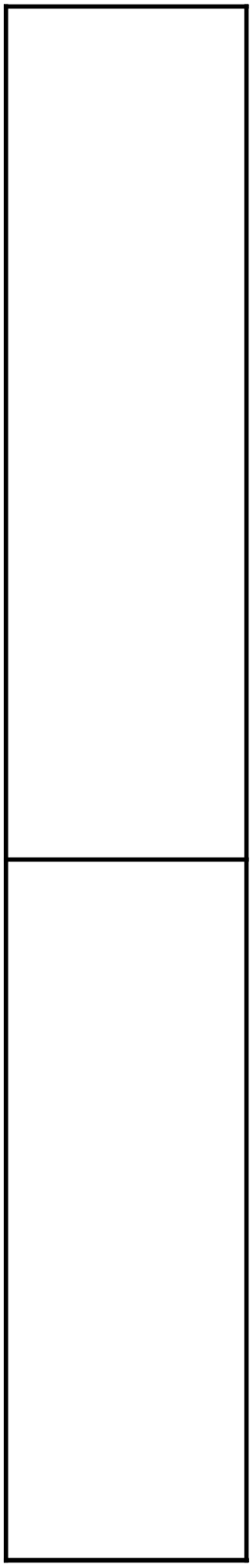

RRT Reviewer

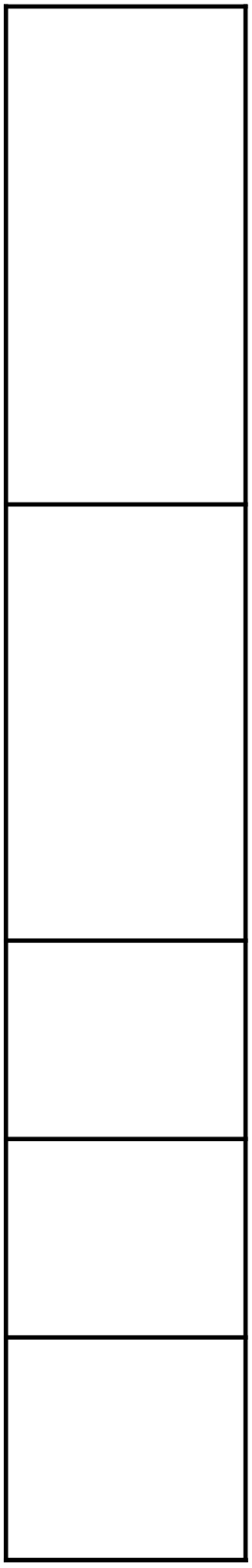


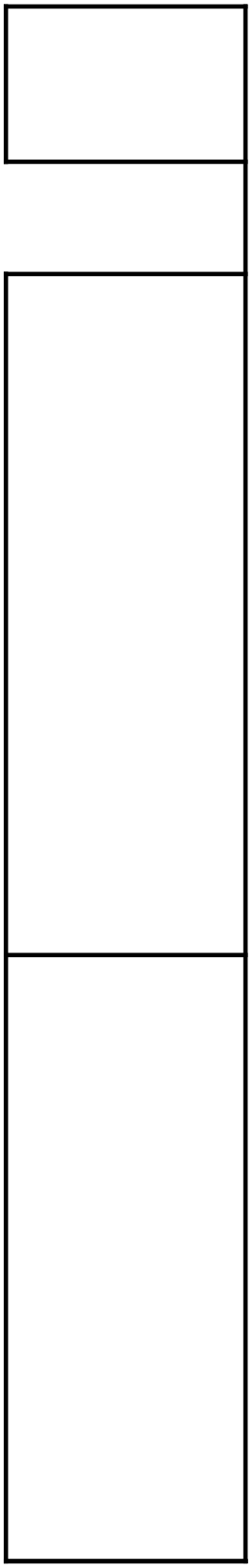


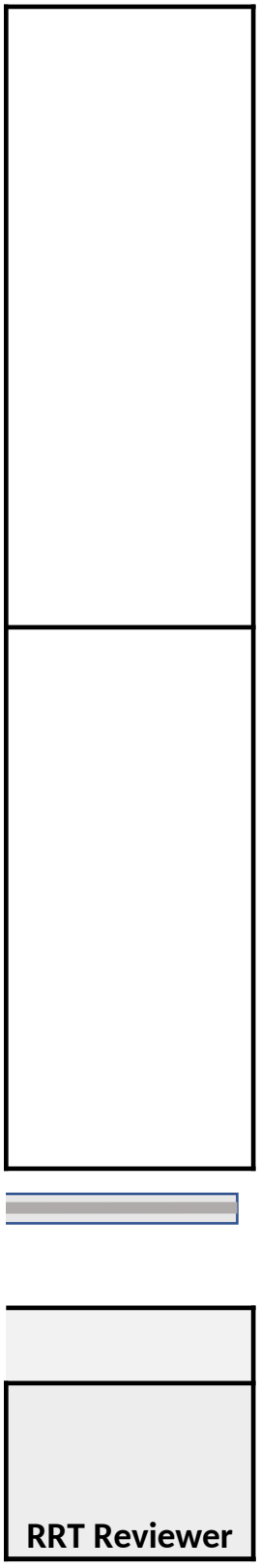


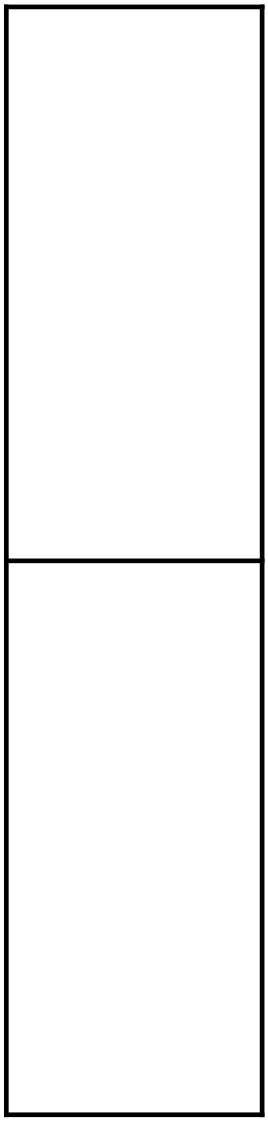









RRT Reviewer



Office of Pa

ONLY complete this page if you are participating in the **RRT Maintenan**

All RRT Maintenance awardees should complete the personnel, additio
in the fields provided. Fields are provided for both, your Mid-Year and Annu
sections enter any updates in the fields labeled for your Annual Report and r

The text entered may exceed the space provided. "Alt+Enter" will retur
the budget contact Program Managers, James.Betz@fda.hhs.gov and Jocely

Key Definitions:
Goals specific actions or events benchmarking progress achieved over the cou
Deliverables previously agreed upon products or outputs that will result from

Complete Coversheet | Complete MFRPS Track | Comp Develop

Grant Track:

Mid-Year Report

	Expenses
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)

11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	**RRT Maintenance Funding Status - Expended and Remaining** (Use Alt+Enter for new line if desired)

Annual Budget Report

	Expenses
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
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13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget

16	**Estimated current obligated funds**
17	**Carryover I will be requesting**
18	**New funding request**
19	**Total Requested for next budget period**
20	**RRT MaintenanceFunding Status - Expended and Remaining** (Use Alt+Enter for new line if desired)

Mid-Year Personnel Report	
	Name *(last name, first name)*
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RRT Maintenance Personnel Narrative
(Use Alt+Enter for new line if desired)

Mid-Year Report

RRT Maintenance Pending Issues or Concerns and Proposed S
[Replace bracketed text with your response]

Annual Report

RRT Maintenance Pending Issues or Concerns and Proposed S

[Replace bracketed text with your response]

Mid-Year and Annual Report

RRT Maintenance Goals	
1.	
1.A.	Operate within Phase 3 of the RRT Capacity Building Process & Mentorship Framework. Please describe activities/special projects undertaken by the RRT to support meeting the key areas of Phase 3. Several other annual goals address key areas of Phase 3, as such, please scope your activities under this goal to the following key areas of Phase 3.
1.A.	Annual Report Updates:

1.A.1.	Maintain a Written Framework: Describe updates to existing SOPs/creation of new SOPs, efforts to coordinate SOPs among RRT member agencies/partners, efforts to pursue and complete necessary documents, SOPs and agreements to support Unified Command, efforts to update/create an operational RRT Data Management System (e.g., FoodSHIELD) for use by all RRT member agencies, as needed/appropriate. There will be at least an annual review/update of most SOPs (see the RRT Capability Assessment Tool (CAT), Metrics/Demonstrated Preparedness, 6.a.-6.h.).
1.A.1.	Annual Report Updates:
1.A.2.	Execute the Training Plan: Describe efforts to provide/procure training opportunities for the RRT according to the RRT training plan, particularly trainings where attendance (or the course itself) was funded using RRT grant funds. There will be at least an annual review of the RRT training plan, (see the RRT CAT, Metrics/Demonstrated Preparedness, 7-8).
1.A.2.	Annual Report Updates:

1.A.3.	Maintain and Coordinate the Team: Demonstrate routine engagement of core RRT member agencies/partners (state food regulatory program, the FDA District Office, state feed regulatory program, epi and laboratory) and auxiliary RRT member agencies/partners. These may be routine teleconferences of the core RRT team, RRT steering committee or equivalent, as well as scheduled face to face meetings with all RRT members (and may include training components). (See RRT CAT, RRT Characterization Data, 15-16 and 'Agencies/Partners that are part of your RRT').
1.A.3.	Annual Report Updates:
1.A.4.	Equip the team: Describe efforts to procure the equipment and supplies necessary to support the RRT during investigations, or efforts to identify/procure/evaluate new equipment to determine if it has a positive impact on RRT performance. There will be at least an annual evaluation of key response equipment/supplies (see the RRT CAT, Metrics/Demonstrated Preparedness, 9).

1.A.4.	Annual Report Updates:
1.A.5.	RRT Exercises: The state food regulatory program (RRT Recipient) and relevant RRT member agencies/partners (at a minimum the FDA District Office) complete at least one exercise or response to a real time event to test/implement RRT procedures under ICS/Unified Command System (UCS) (including use of Incident Action Plans) every grant year (see the RRT CAT, Metrics/Effective RRT Responses, 10). Additionally, at least one exercise must be conducted during this award (5 project period) involving an intentional food or feed contamination incident, involving relevant RRT member agencies/partners and other stakeholders as appropriate (e.g., emergency managers, law enforcement, etc.).
1.A.5.	Annual Report Updates:

1.A.6.	RRT Improvement plan: Provide examples of accomplishment of past RRT CAT Improvement Plan (goal 1.C) and RRT exercise/response/activation AAR/Improvement plan (goal 1.B) items. Note that the RRT may want to maintain a single improvement plan, inclusive of AAR and CAT improvement items; RRT improvement plan items may also be integrated with a MFRPS improvement plan, if desired by the RRT.
1.A.6.	Annual Report Updates:
1.B.	Conduct an after action review and complete subsequent documentation requirements for all RRT exercises, responses and activations as per RRT SOPs (i.e. creation of incident/event summary and documentation of recommendations/tracking of follow up action [Improvement Plan]) and share a copy of the after action report (AAR) and improvement plan in the secure RRT Program Workgroup in FoodSHIELD or the AAR Module (under development as of Jan2017).
1.B.	Annual Report Updates:

1.B.1.	Key issues/items identified during after action reviews related to team performance should be incorporated into an improvement plan or into future trainings, as applicable (see RRT CAT, Metrics/Process Improvement, 13).
1.B.1.	Annual Report Updates:
1.B.2.	After action reviews/reports should include a calculation and assessment of the time intervals between key response activities to identify opportunities for improvement (most importantly, assessing the interval between the FDA and state food/feed regulatory program notification and implementation of effective control measures; but ideally inclusive of lab and epi activities as well, where applicable). Note: An annual exercise is required in the absence of a RRT activation during a given grant year (see goal 1.A, above).
1.B.2.	Annual Report Updates:
1.C.	Complete/submit the CAT via FoodSHIELD; and 2) develop/submit an improvement plan based on the results of the assessment.
1.C.	Annual Report Updates:

1.D.	Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as applicable; the workgroup may not be active all years of the cooperative agreement).
1.D.	Annual Report Updates:
1.E.	Submit a Sustainability Assessment, which describes the following: 1) Resources critical to RRT operations and program maintenance, 2) Current funding source for each resource (state, federal, etc.), 3) Approximate dollar value of each resource, 4) Contingency plans and impact on each resource should federal RRT funds cease. Ideally, the RRT budget should demonstrate that support for RRT operations/maintenance is diversified (split across state and grant funds), and in particular, key RRT personnel salaries should be on partial state funds and O&M costs for IT systems and other technologies should be on state, not federal, funds.
1.E.	Annual Report Updates:

2.	
2.A.	Mentor a voluntary RRT (must be assigned by the FDA Office of Partnerships (OP)) in RRT development as per the RRT Capacity Building Process and Mentorship Framework.
2.A.	Annual Report Updates:
2.B.	Develop and execute an inter-RRT project/collaboration, aimed at any RRT-related topic of mutual interest. Examples include: Regional RRT meetings, District-wide RRT collaboration, multi-RRT AARs/improvement plans, identifying and proposing solutions to regional/national needs/gaps (surveillance, response or prevention, training, exercise, data sharing), and working with relevant partners to propose outreach, education, legislative and other activities to prevent incident/contamination recurrence.
2.B.	Annual Report Updates:

2.C.	Develop and execute a specific project aimed at enhancing/improving collaboration with local health departments during RRT responses and activations, or with another RRT partner that has historically not been involved in your RRT (e.g., FSIS, a new food/feed commodity area, law enforcement, emergency management, which partners meet this criterion will largely depend on how your RRT is structured). Suggested activities include: joint trainings, outreach meetings, joint exercises, increased information sharing, promoting long term food/feed single signature 20.88s, and improving communication/collaboration structures and processes for inclusion in RRT SOPs.
2.C.	Annual Report Updates:
2.D.	Develop and execute a training-related project, such as **[Replace the examples below 2.D.1.-2.D.4. with your program's activities as applicable].**
2.D.	Annual Report Updates:

2.D.1.	Developing/hosting/sponsoring trainings, such as a seminar series, webinar or classroom-based trainings (especially those to address just in time training needs, commodity specific or high risk product investigations). Collaborations with academic institutions to develop/host courses are encouraged.
2.D.1.	Annual Report Updates:
2.D.2.	Hosting a training for your own RRT and opening it up to other RRTs (encouraged courses are: ER220, ICS305 and other food/feed specific ICS courses).
2.D.2.	Annual Report Updates:
2.D.3.	Utilizing a train-the-trainer approach to bring training to under-reached groups (e.g., aseptic sampling, tracebacks, environmental sampling, etc.). This includes hosting your own train-the-trainer course, or holding a series of trainings after attending a formal train-the-trainer course.
2.D.3.	Annual Report Updates:

2.D.4.	Providing trainings (as described above) to non-RRT states by advertising availability of personnel who can travel (especially non-RRT states) and provide training for public health and regulatory partners.
2.D.4.	Annual Report Updates:
2.E.	Participate in individual, multi-state or national initiatives to undertake innovative approaches to response and/or create and provide tools and resources to help others enhance their ability to effectively respond to food/feed contamination incidents. **[Replace the examples below 2.E.1.-2.E.4. with your program's activities as applicable].**
2.E.	Annual Report Updates:
2.E.1.	Use of emerging/new technology or use of existing technology in a new way, piloting a new process or innovative elements to an existing activity/process. At its conclusion, innovative projects should undergo a cost/benefit analysis, which should include an assessment of its impact on the period of time between agency notification of an incident and implementation of effective control measures.

2.E.1.	Annual Report Updates:
2.E.2.	On-site evaluation of a “high risk” (as identified under MFRPS Standard #3) food, commodity, or specific type of producer, manufacturer or processor (such as LACF/Acidified Foods, and including high-risk animal feed and produce/farms as well), or participation in a special study and assessment to provide additional insights into how food may become contaminated within the farm to fork continuum (non-retail point of service focus). The evaluation/exercise/study should be done in collaboration with the FDA District Office and other relevant RRT member agencies/partners, and RRTs are encouraged to use a HACCP and/or CARVER + Shock approach. Results should be documented in the form of a final report, programmatic paper, and/or technical document to identify specific hazards and critical control points, strengths of the response team efforts, recommendations and needed improvements.

2.E.2.	Annual Report Updates:
2.E.3.	Creation of coordinated district-state surveillance (sampling) assignments for products and contaminants of concern. Assignments should involve coordination of district-state sampling and laboratory testing capacity, and incorporate appropriate measures so as to ensure district and/or state regulatory or compliance action throughout all components of the assignment. Assignments should be targeted (e.g., risk-based; aimed at identifying points of contamination for a product within the farm to fork continuum or to address other strategic needs; and innovative approaches are encouraged). These projects may complement or augment, but not be duplicative of, other cooperative agreement requirements held by the laboratory (e.g., ISO, FERN).

2.E.3.	Annual Report Updates:
2.E.4.	Establishing functional SME resources, accessible remotely and in real-time to provide SME input for specific types of investigations (commodity specific, especially high risk commodities) or investigation activities (e.g., tracebacks and data analysis), and could also serve as a surge capacity resource to others.
2.E.4.	Annual Report Updates:
3.	

3.A.	Address gaps in procedures or training necessary to support conducting environmental assessments (assessments geared at identifying contributing factors and environmental antecedents that led to a food or feed contamination event).
3.A.	Annual Report Updates:
3.B.	Share investigation findings with industry, or work with relevant partners to propose recommendations for industry or other preventive measures based on findings from environmental assessments. Examples include: organizing/hosting workshop or trainings for industry, developing and providing written guidelines/best practices or other resources to industry, publishing articles in trade journals, leveraging state Food Protection Task Force events, and speaking at industry events.

3.B.	Annual Report Updates:
3.C.	Work with RRT member agencies/partners to capture and report environmental assessment data to national reporting systems, such as: the FDA's Farm Investigation Questionnaire for on-farm/produce related microbiological contamination events, and CDC's National Outbreak Reporting System for any human foodborne illness outbreak. Use of the FDA Environmental Assessment Process Overview in conducting environmental assessments is encouraged.
3.C.	Annual Report Updates:
3.D.	Work with RRT member agencies/partners to capture and report environmental assessment data to CDC's National Environmental Assessment Reporting System (NEARS) for outbreaks linked to food service establishments.
3.D.	Annual Report Updates:

3.E.	Collaborate with regulatory partners to suggest and implement prevention-focused improvements in routine inspection and sampling activities based on lessons learned and findings from past environmental assessments and investigations. Examples include: revision of inspection/investigation questionnaires or protocols, implementation of or changes to surveillance sampling schedules, revision of sampling protocols, and changes in risk classification of firm inventory.
3.E.	Annual Report Updates:
4.	
4.A.	Conduct at least two presentations per year (oral or poster) documenting a specific RRT investigation or other activity and share a copy of the presentation within the RRT Program Workgroup in FoodSHIELD. At least one of these two presentations must be at a regional or national meeting (a RRT F2F Meeting presentation cannot count as your regional/national meeting presentation).

4.A.	Annual Report Updates:
4.B.	Present at least once per year on the national RRT monthly teleconference and present a poster at the national RRT face to face meeting to share investigation or project outcomes, as well as emerging or nascent stage lessons learned and best practices with other RRTs.
4.B.	Annual Report Updates:
4.C.	Prepare and post at least one report per year of a significant investigation, successful prevention effort, or other RRT action taken to protect public health on a Food Protection Task Force webpage, a state agency webpage or other public webpage and notify RRT Program Coordinators to allow cross-linking from the FDA RRT webpage. RRT authorship on a peer reviewed journal article is acceptable for this goal.
4.C.	Annual Report Updates:

4.D.	For each revision cycle of the RRT Manual, participate in at least one aspect of RRT Manual revision. Options include: review chapters to verify content or identify content requiring revision (at least 3 chapters), participate in the national review (review at least 3 chapters), and participate in a chapter committee (at least 1 committee). This goal may not be applicable during each year of the cooperative agreement (i.e. RRT Manual revision may span 2 years, only one activity is required, and can occur in either year).
4.D.	Annual Report Updates:
	Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT Program including sending at least 2 key RRT personnel to an annual face-to-face meeting (as determined by the FDA/OP), at least 1 person representing the RRT to the biennial Integrated Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/OutbreakNet meetings (held in non-InFORM years), as well as participating in FoodSHIELD workgroups, participating in RRT monthly conference calls, sharing best practices, and other RRT Program activities identified by the OP.

	Annual Report Updates:

Mid-Year and Annual Report

RRT Special Project Report (DO NOT complete this section if
Special Project Goals
RRT Special Project	**[Replace bracketed text with your response]**

Annual Report Updates:	

Mid-Year Report

Summary of significant RRT responses or other activities witl **This can either be provided here OR submitted as part of you**
[Replace bracketed text with your response]

Annual Report

Summary of significant RRT responses or other activities witl **This can either be provided here OR submitted as part of you**

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rtnerships Cooperative Agreement Program Report Form

ce track. If you are participating in the RRT Development track please complete the RRT_Dev page.

nal concerns or issues information and status, progress, deliverables and meetings/activities for the requ
ual Report Updates. At the Mid-Year you need only complete the yellow sections for your submission. At the Annua
esend the template.

n a new line within a text box if desired. **For questions regarding this form, contact ORAOPDataHub@fda.hhs
n.Ramos@fda.hhs.gov.**

urse of the project period.
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lete RRT
ment Track

Complete RRT Maintenance Track

Complete PC Expansion Track

RRT Maintenance

Total Budgeted	Expended to Date	Total Projected Expenses
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$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
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Annual Report Total Budgeted	Annual Report Expended to Date	Annual Report Total Projected Expenses
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Title	Project Role	Months Funded *(# calendar mos)*

Mid-Year Personnel Report
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Solutions:

Solutions:

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Several national groups, including the Partnership for Food Protection (PFP),

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an RRT Special Project was not included as part of your award)

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	
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Annual Personnel Report Select appropriate response: **Personnel Changes?**
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*If adding or removing personnel please upd

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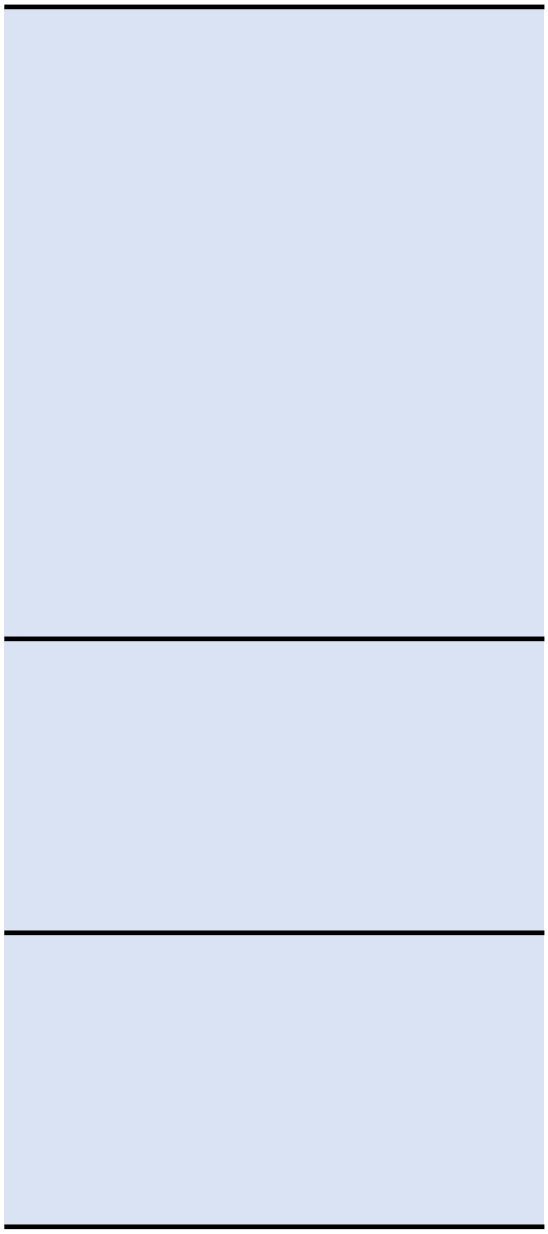

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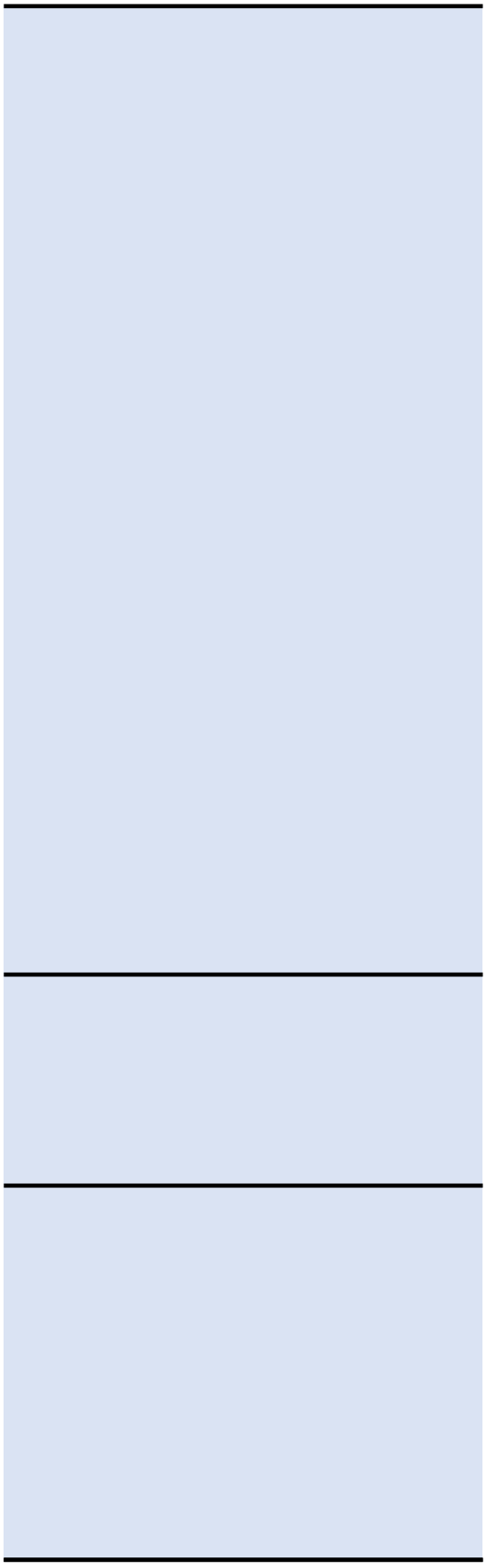

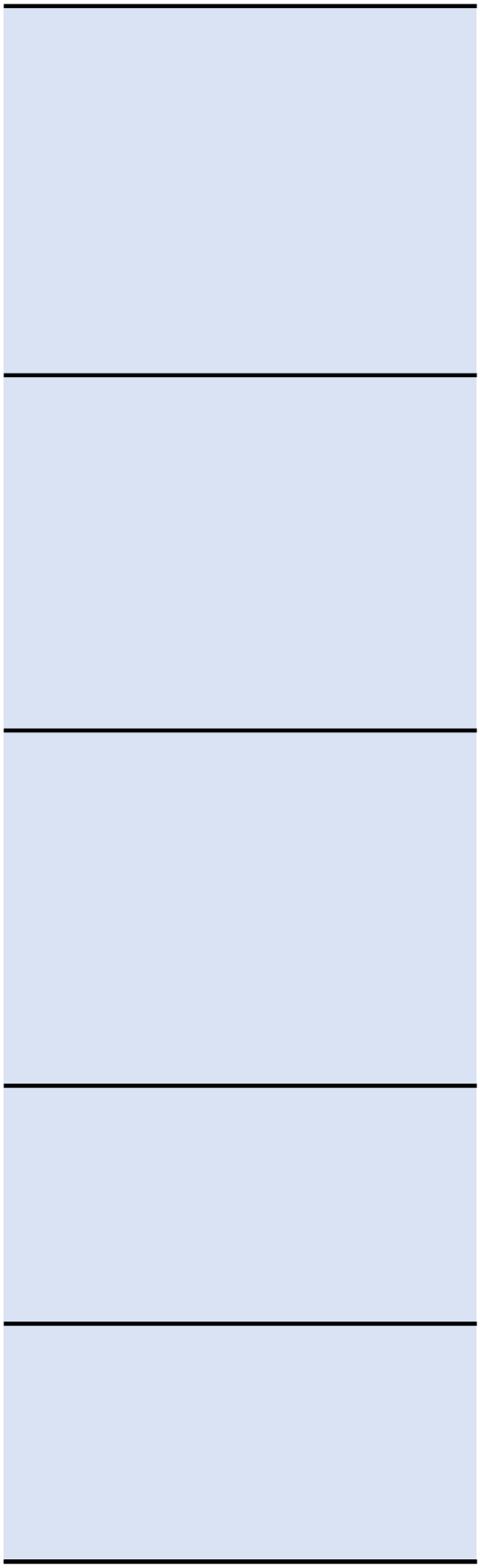

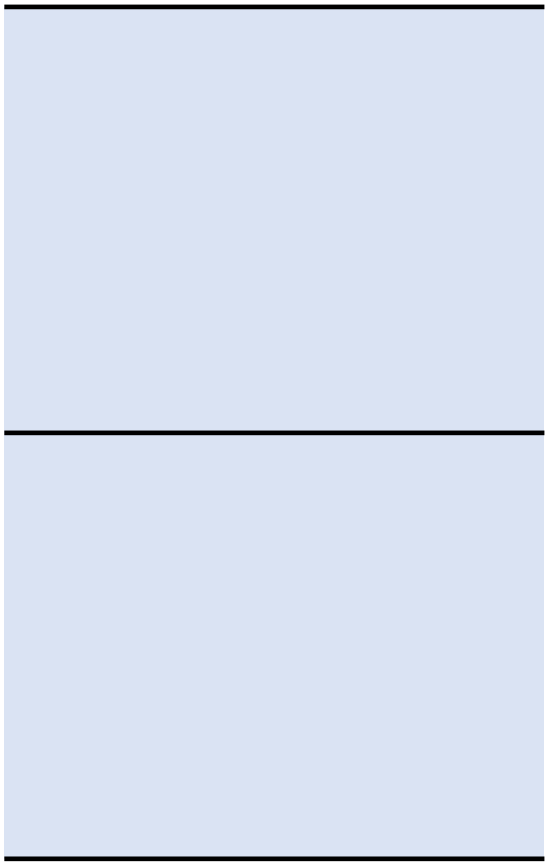

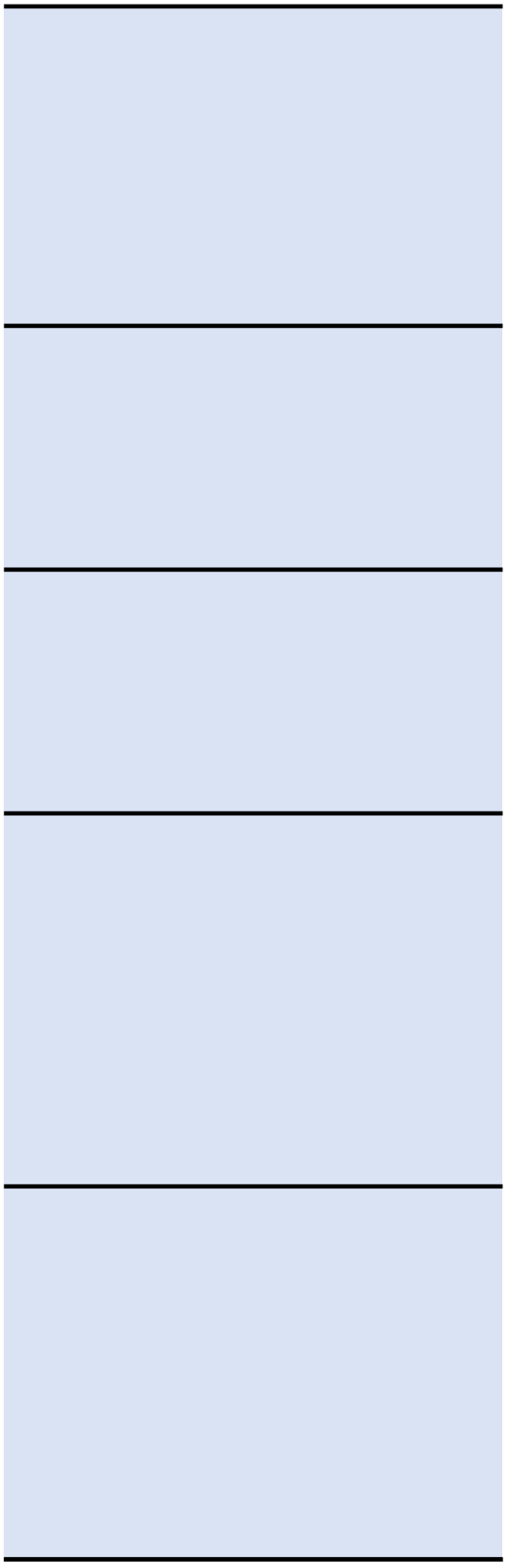

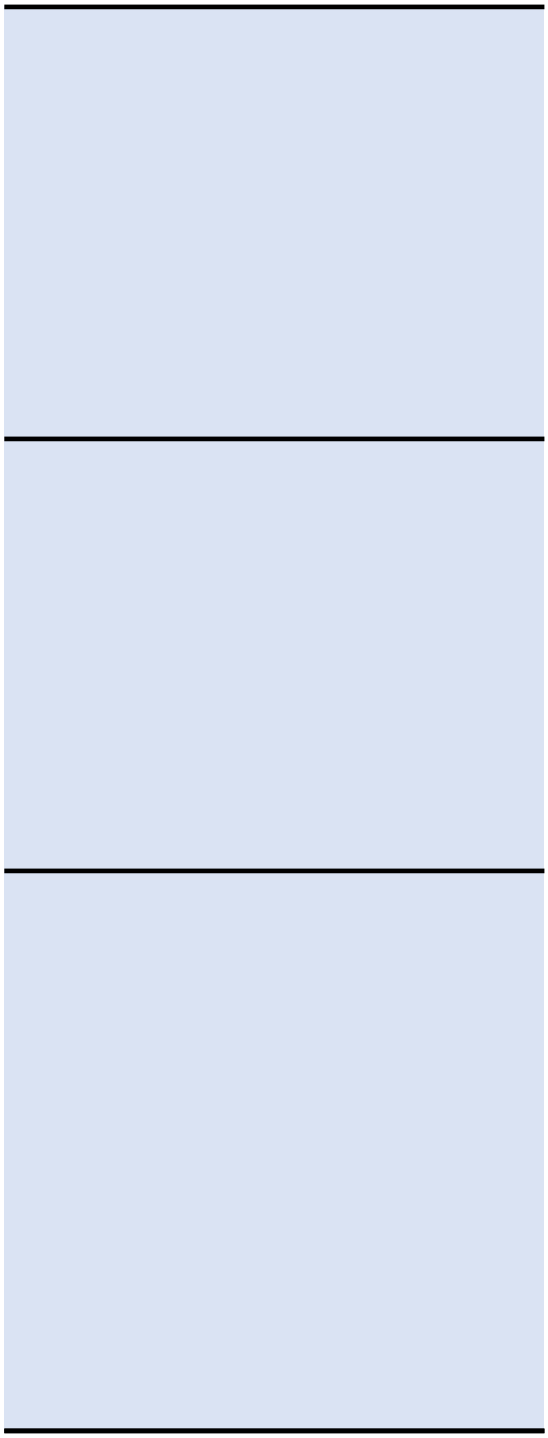

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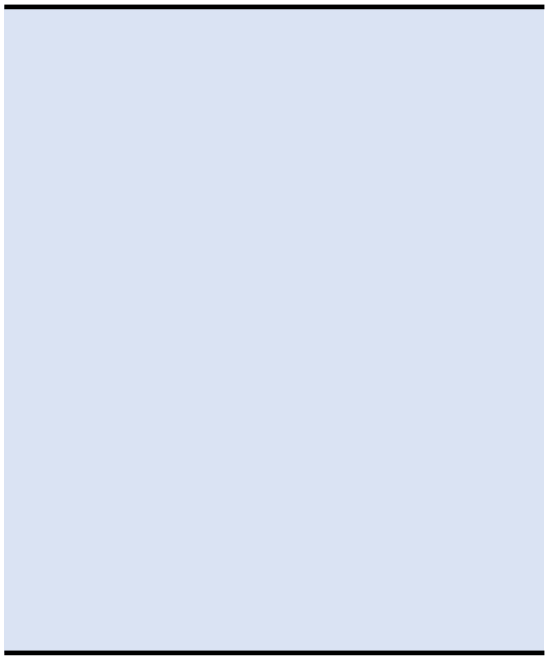

Select
Explanation for significant personnel changes

ate their name, title, project role, and months funded as applicable.

Annual Personnel Report

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RRT Maintenance and Continuous Progra
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RRT Innovation, Integration, and National Capacity

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Response (CIFOR), and CDC Integrated Food Safety Centers of Excellence

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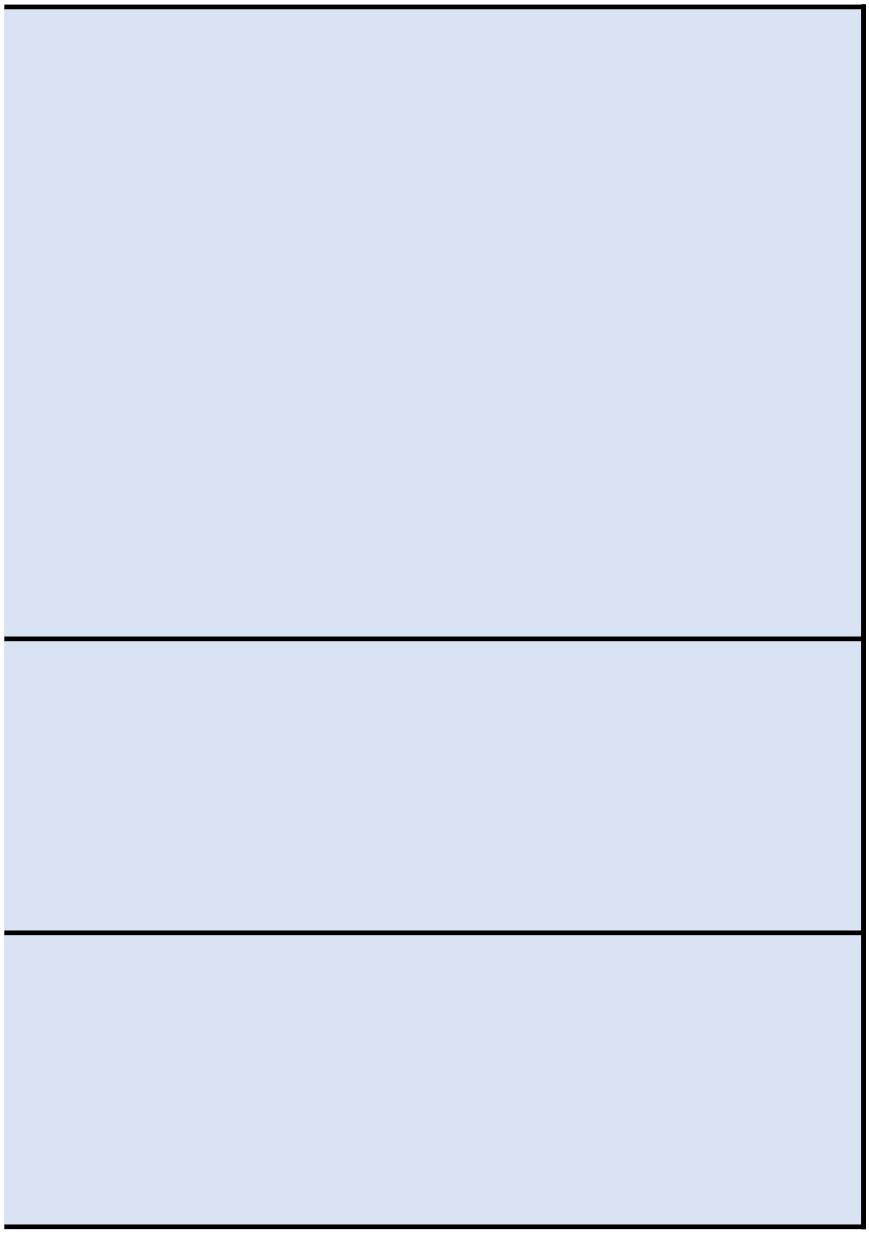

Gathering and Sharing Data to Suppor

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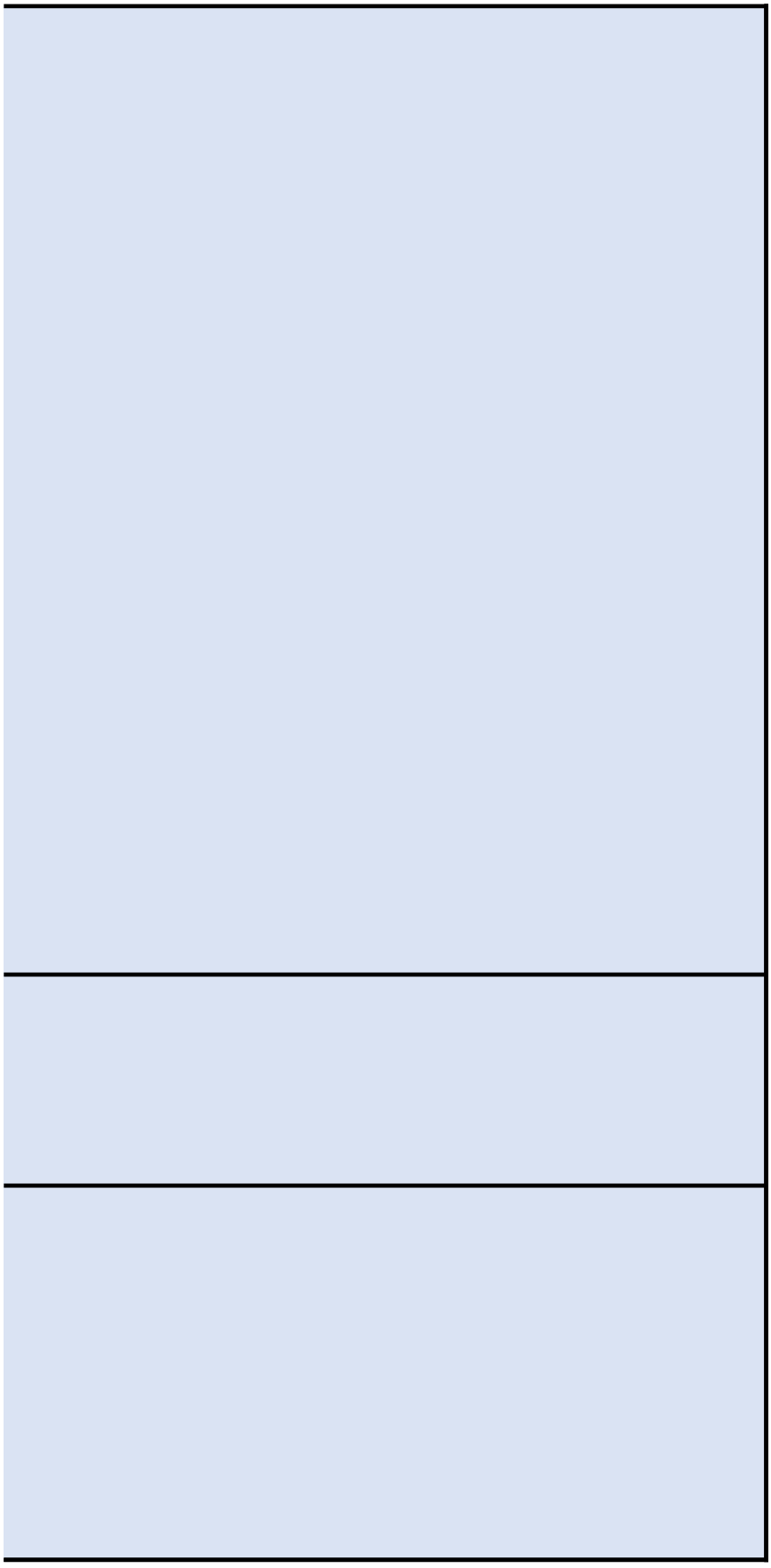

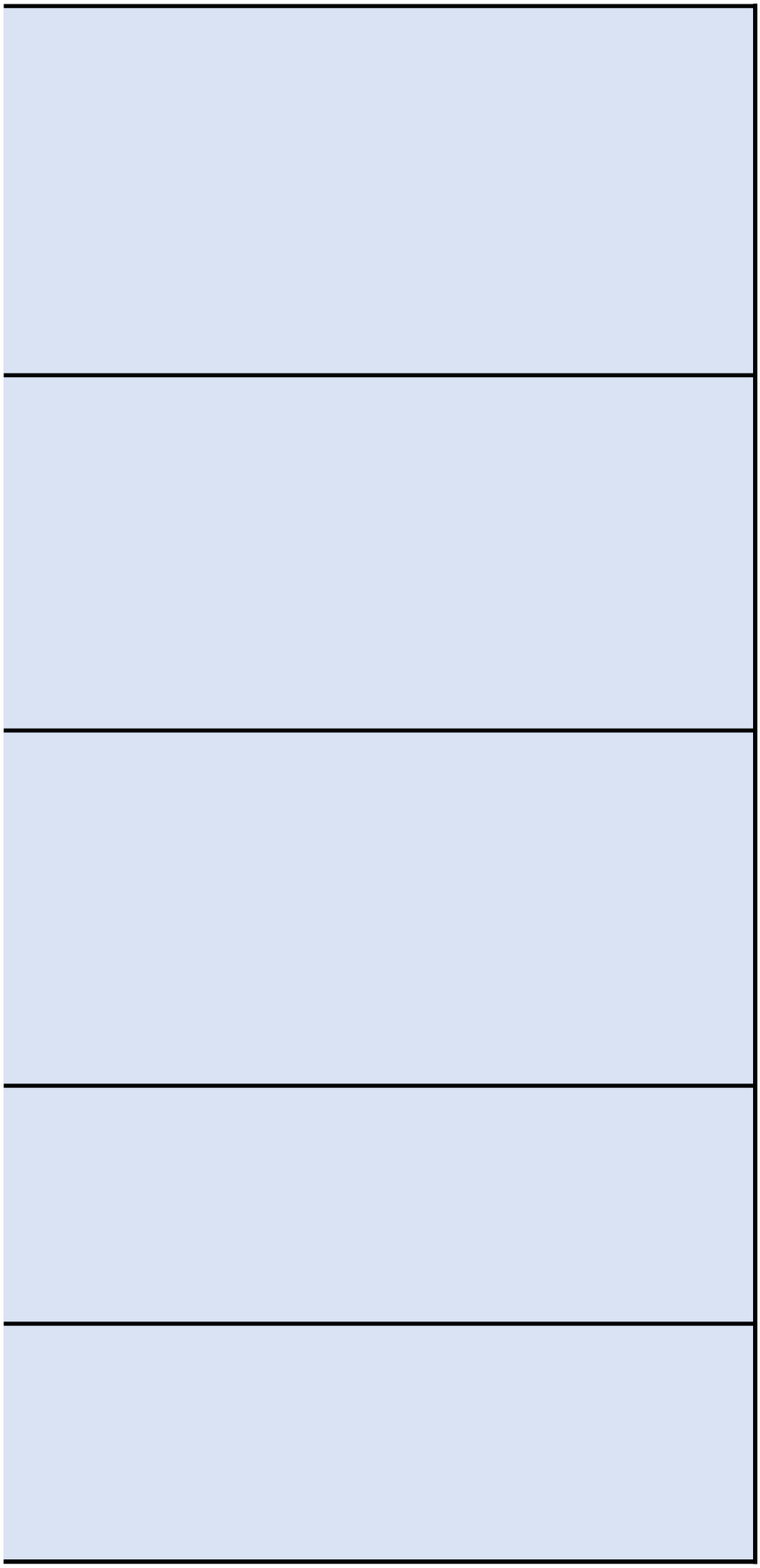

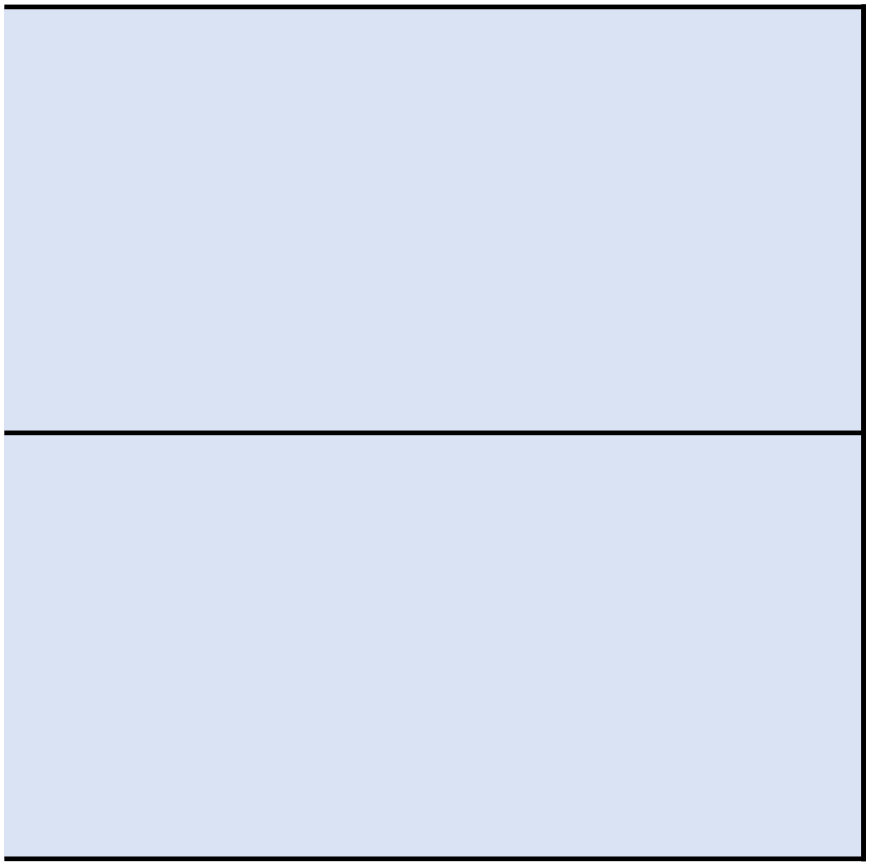

Communicating RRT Impac
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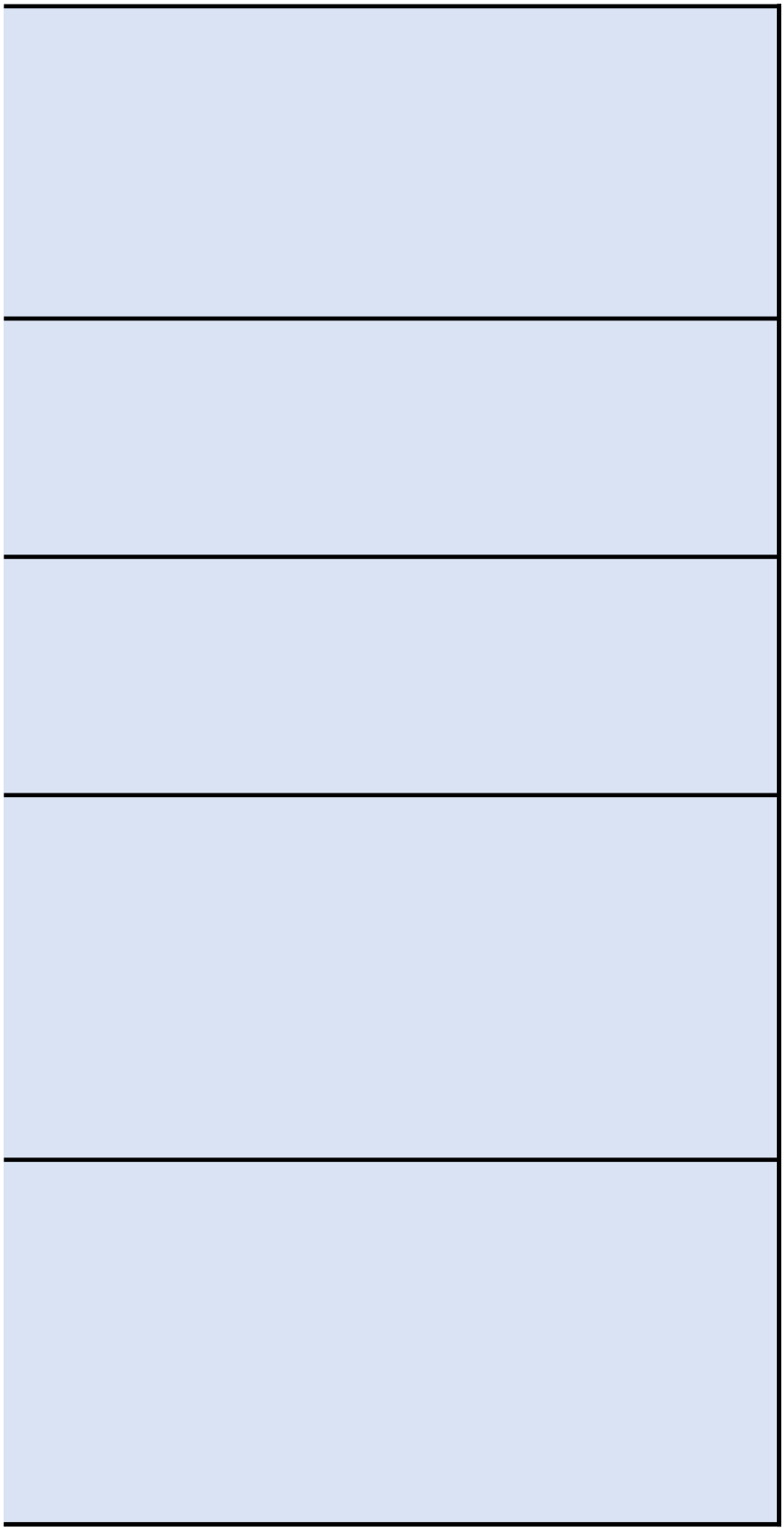

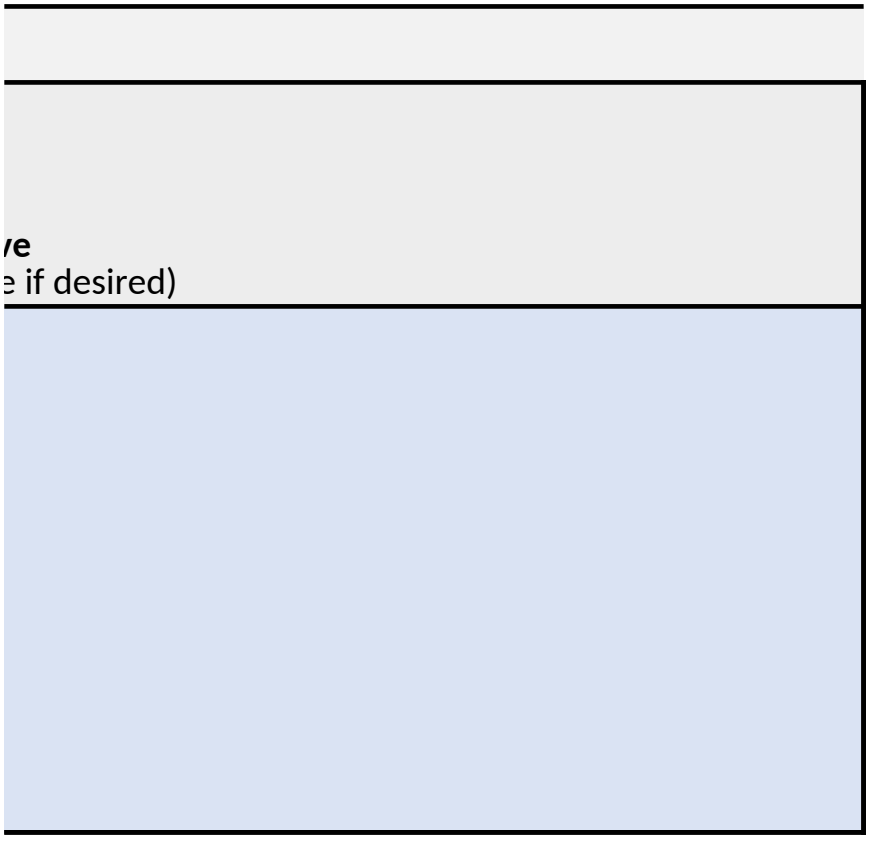
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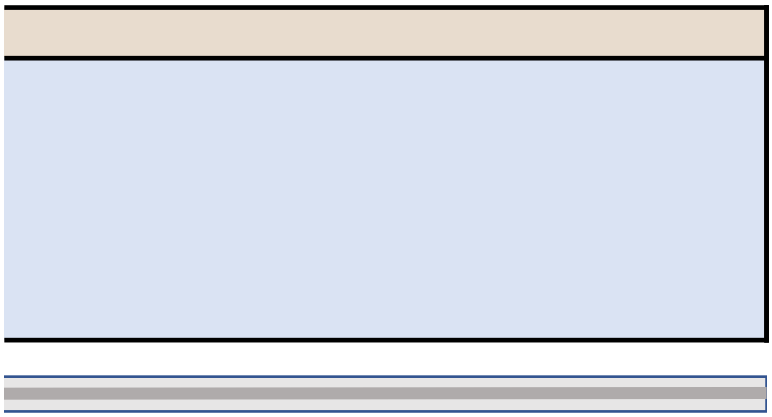

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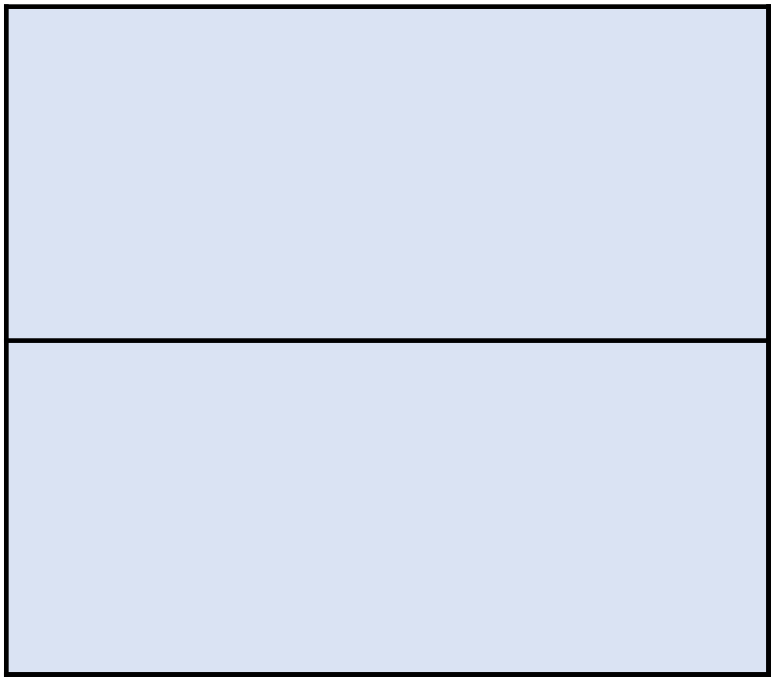

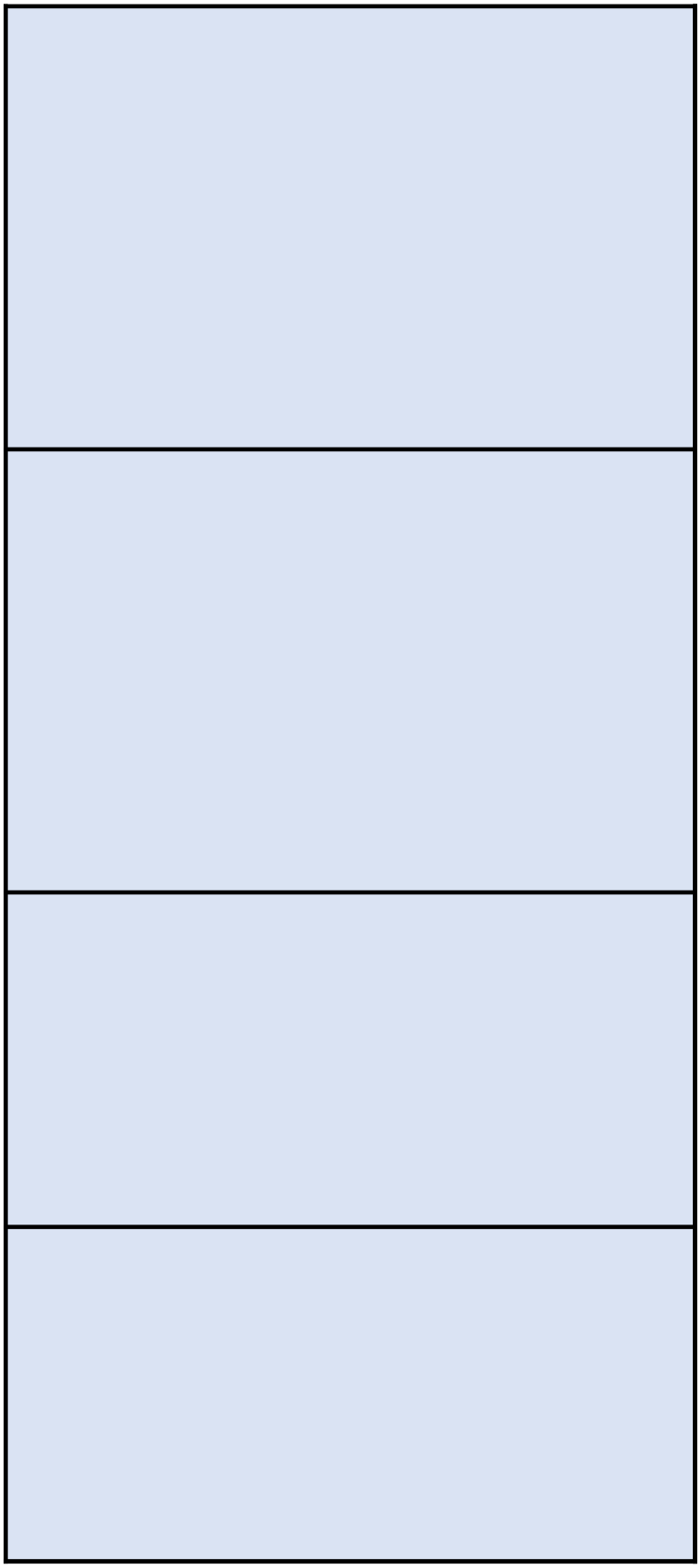

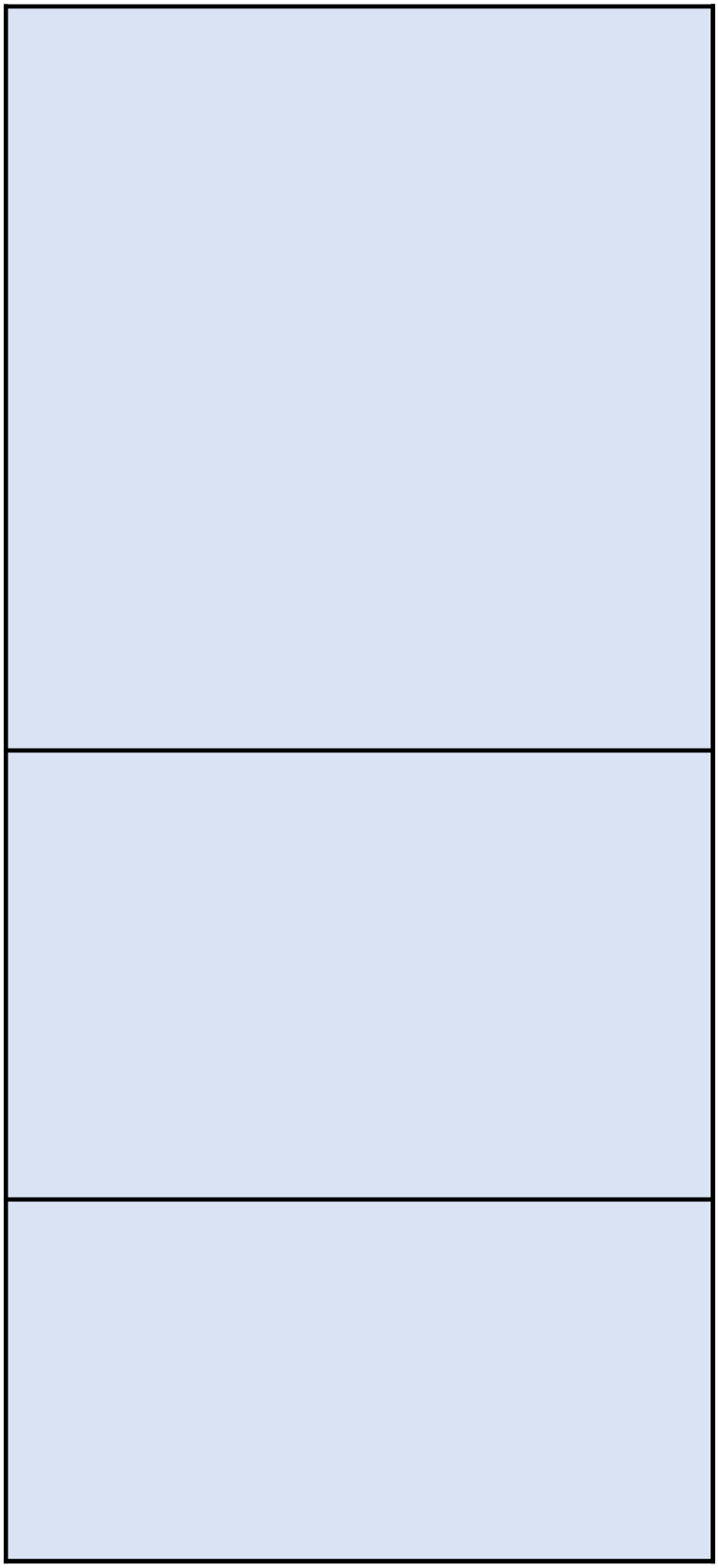

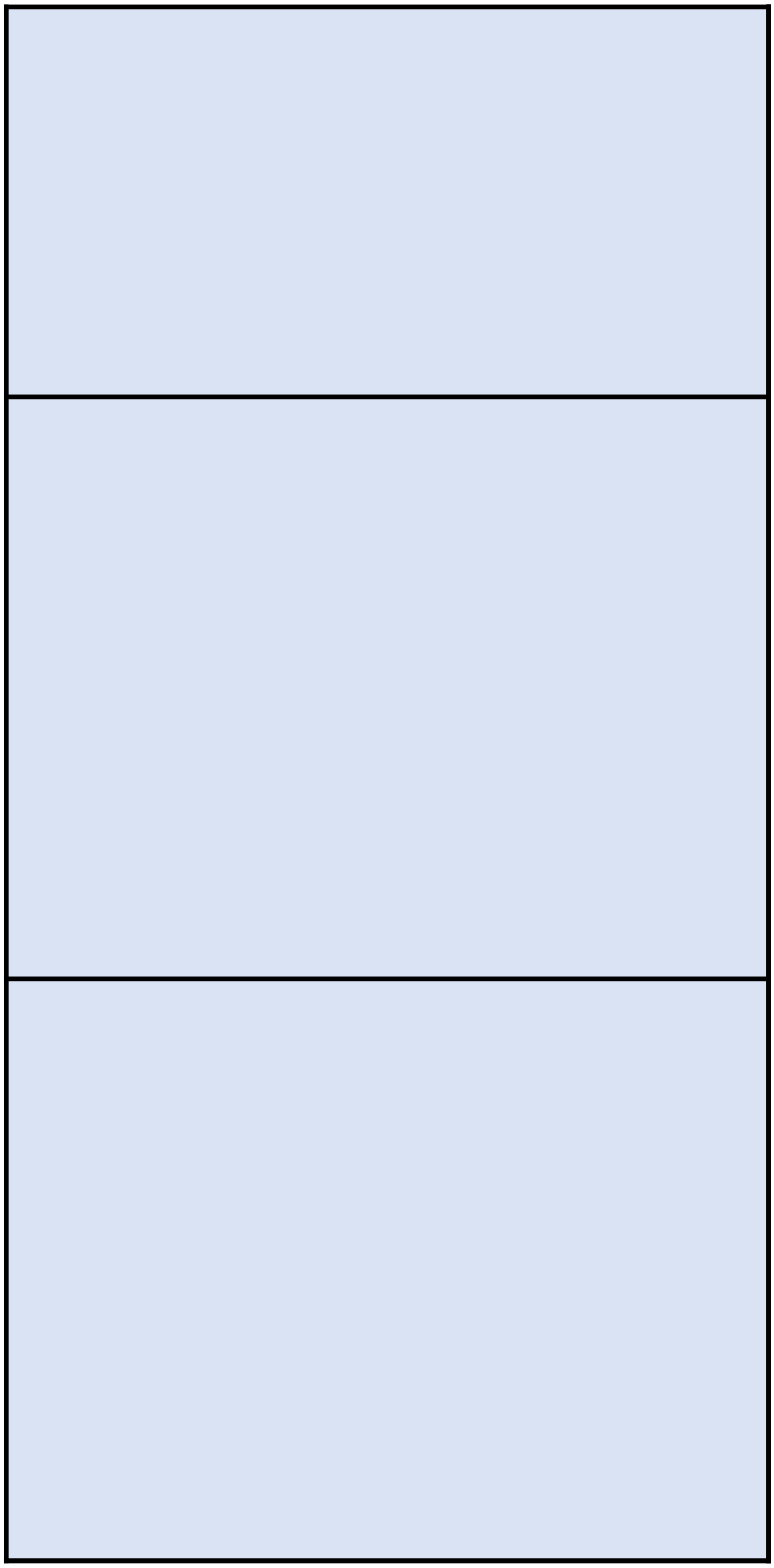

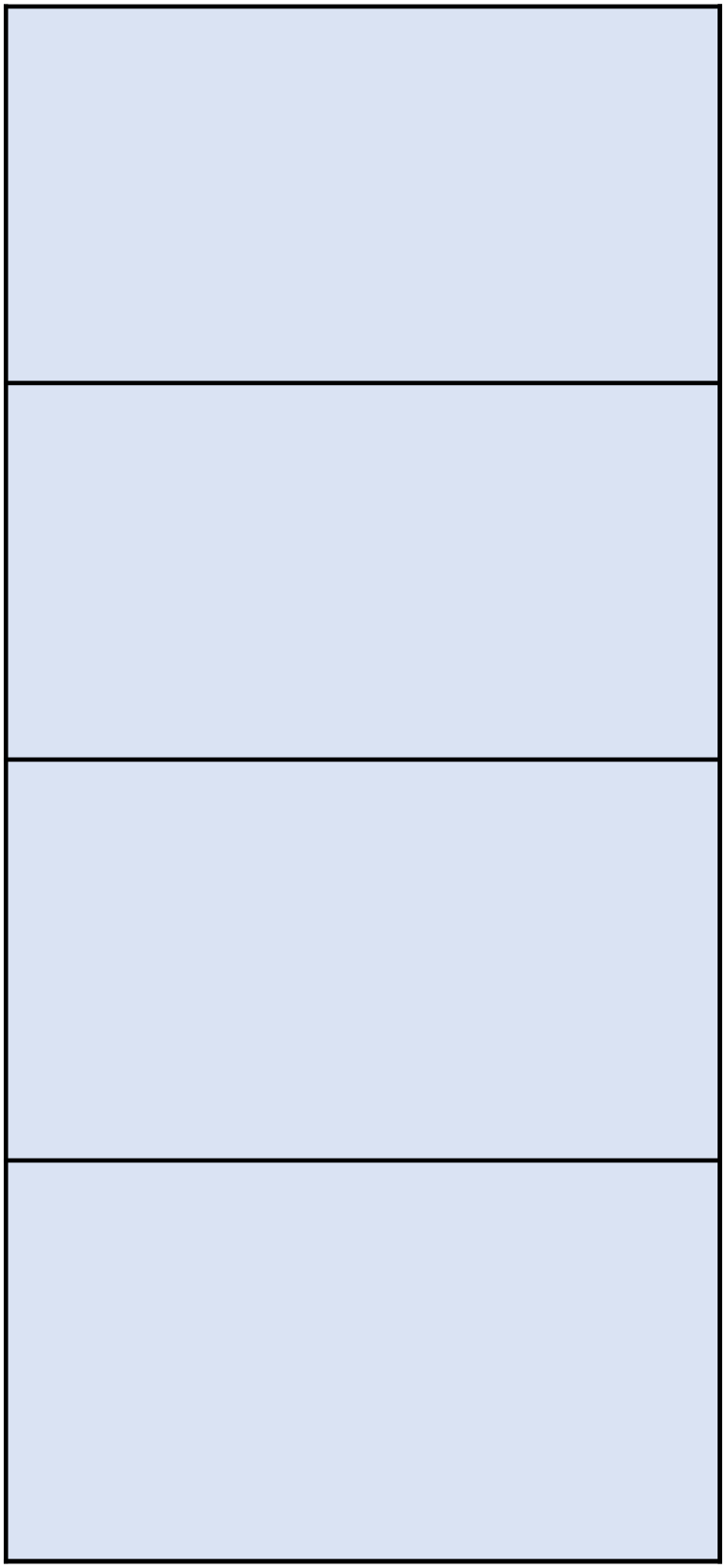

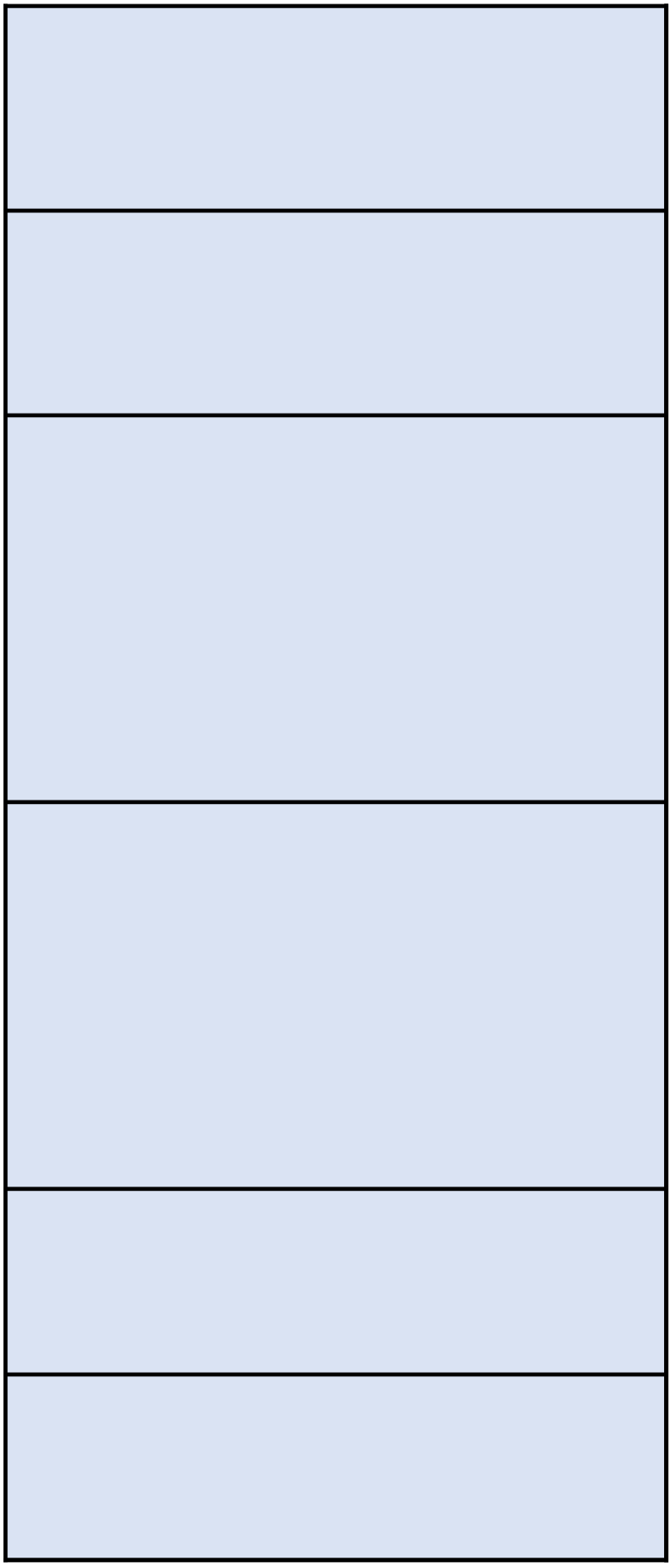

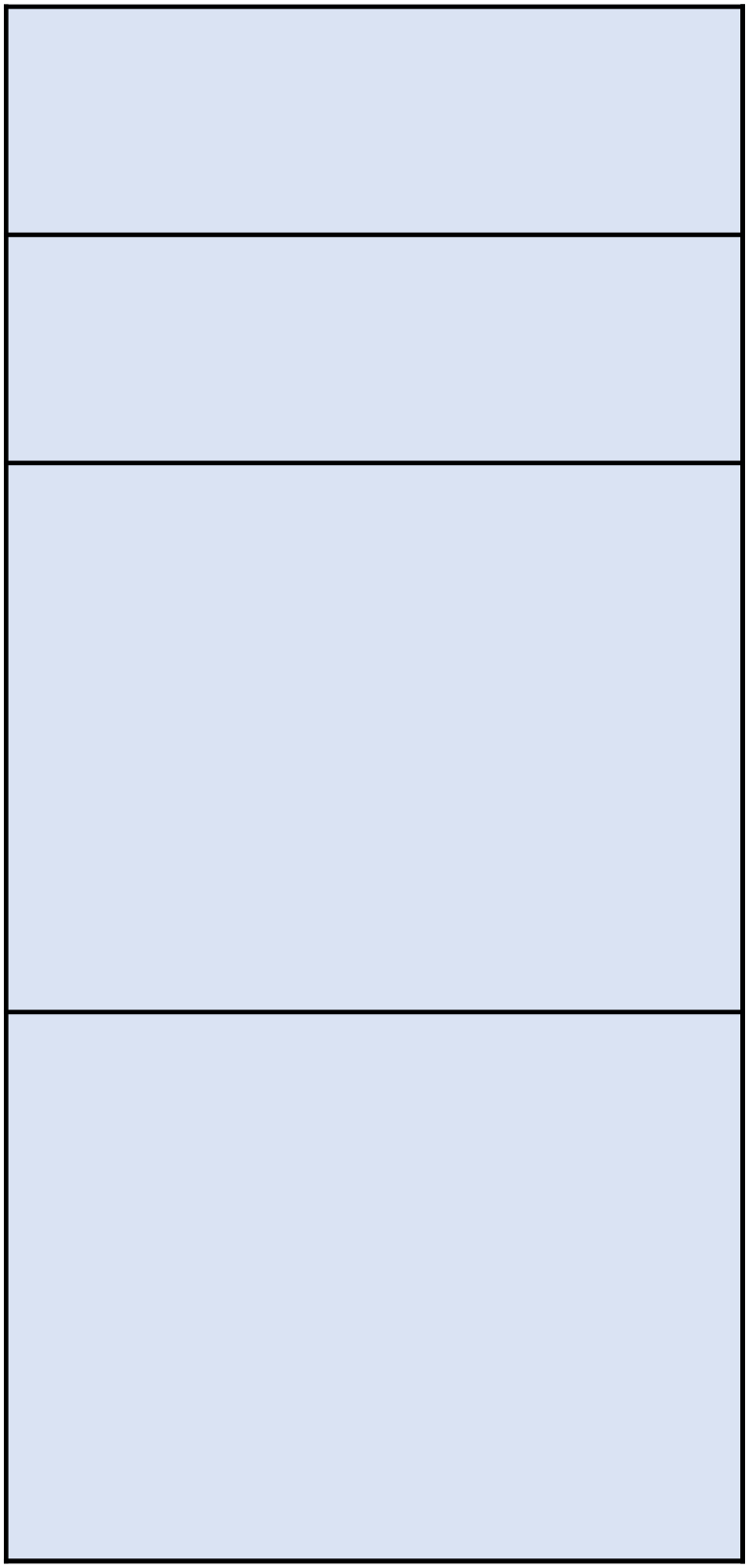

/Capability Development

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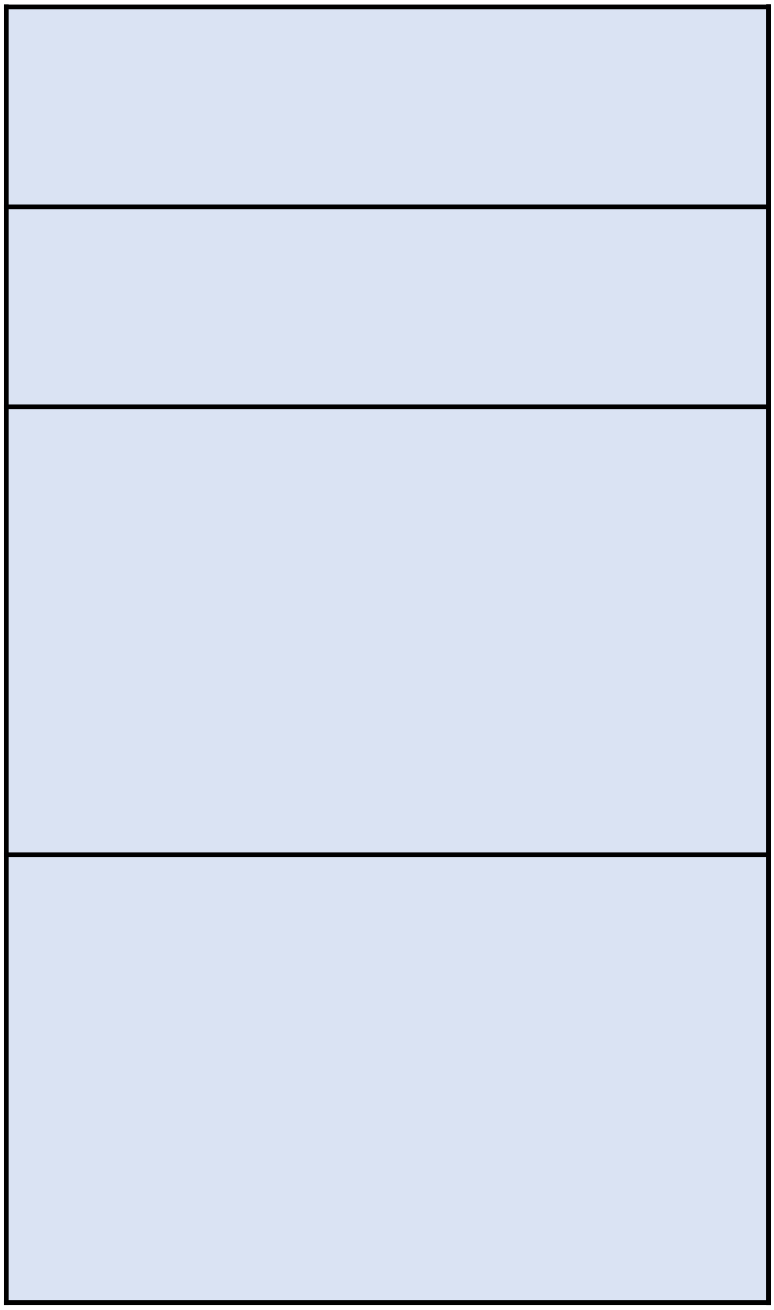

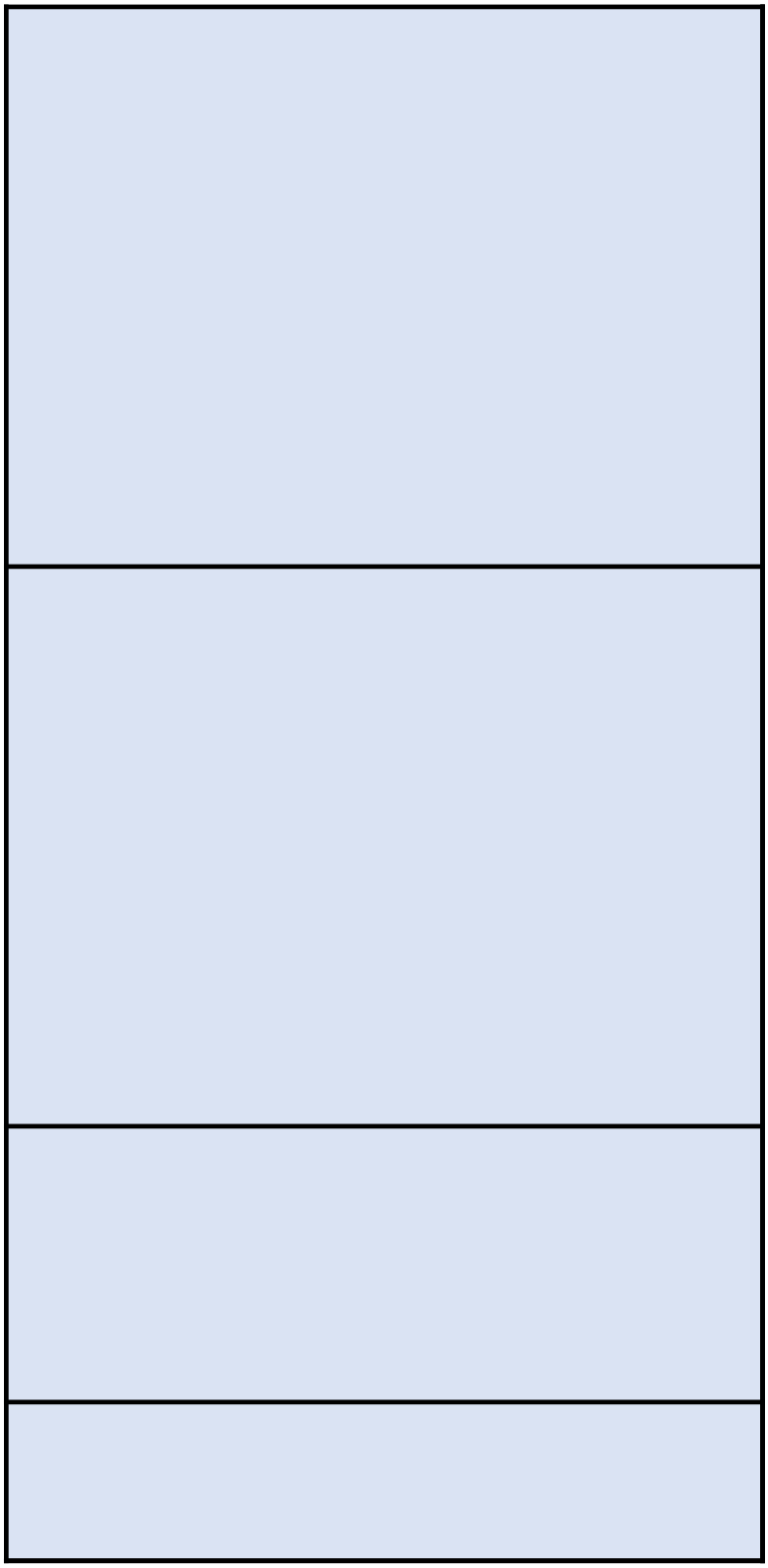

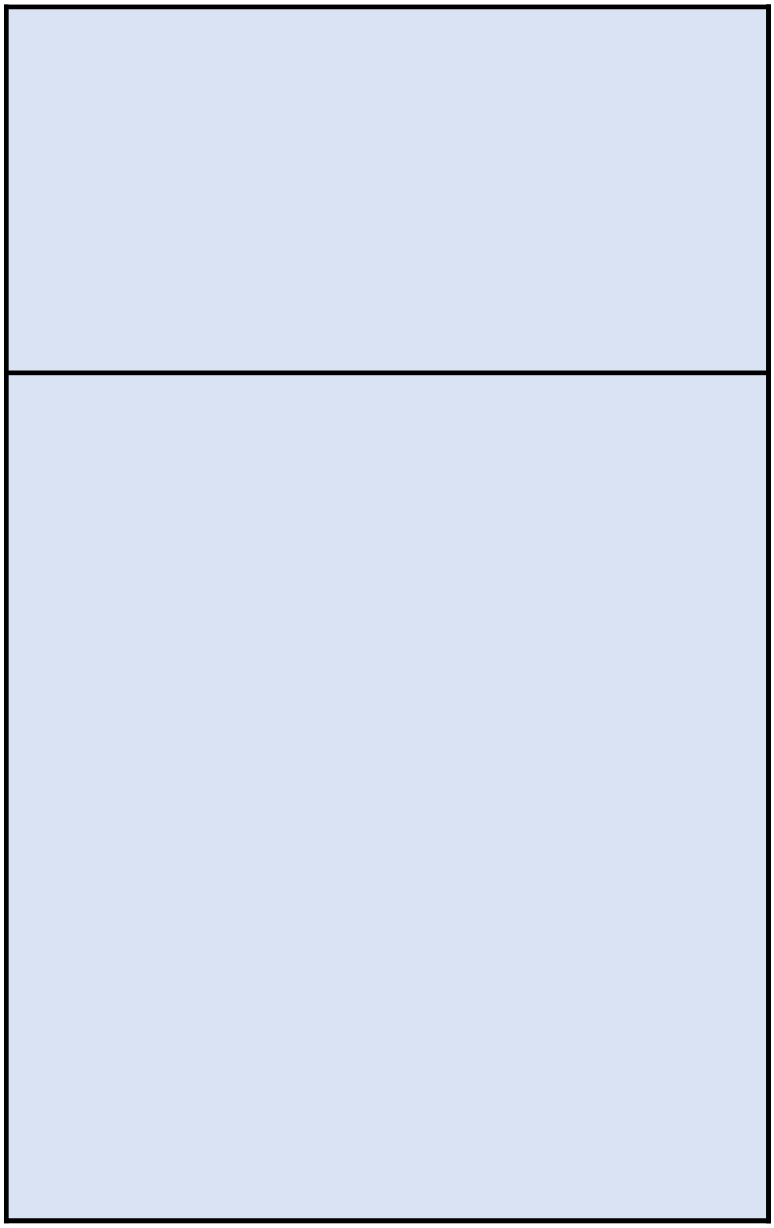

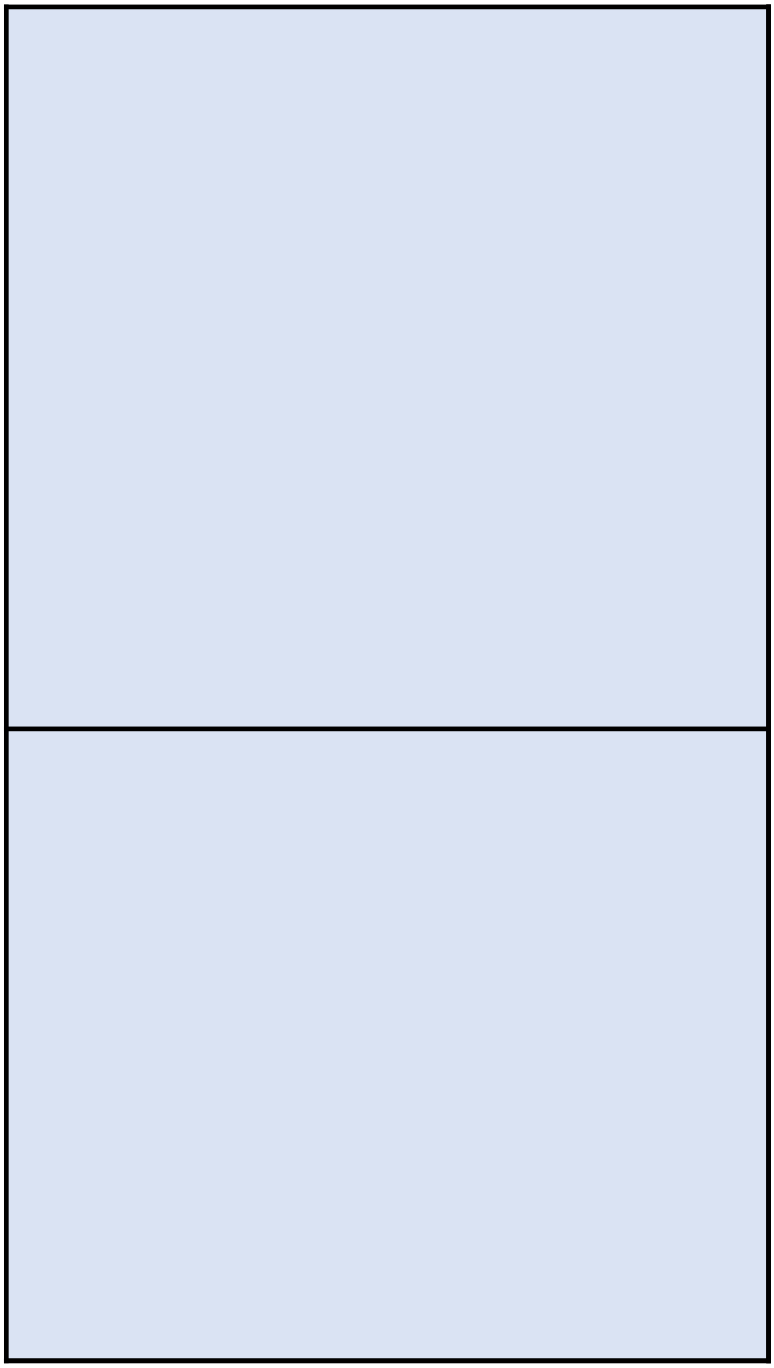

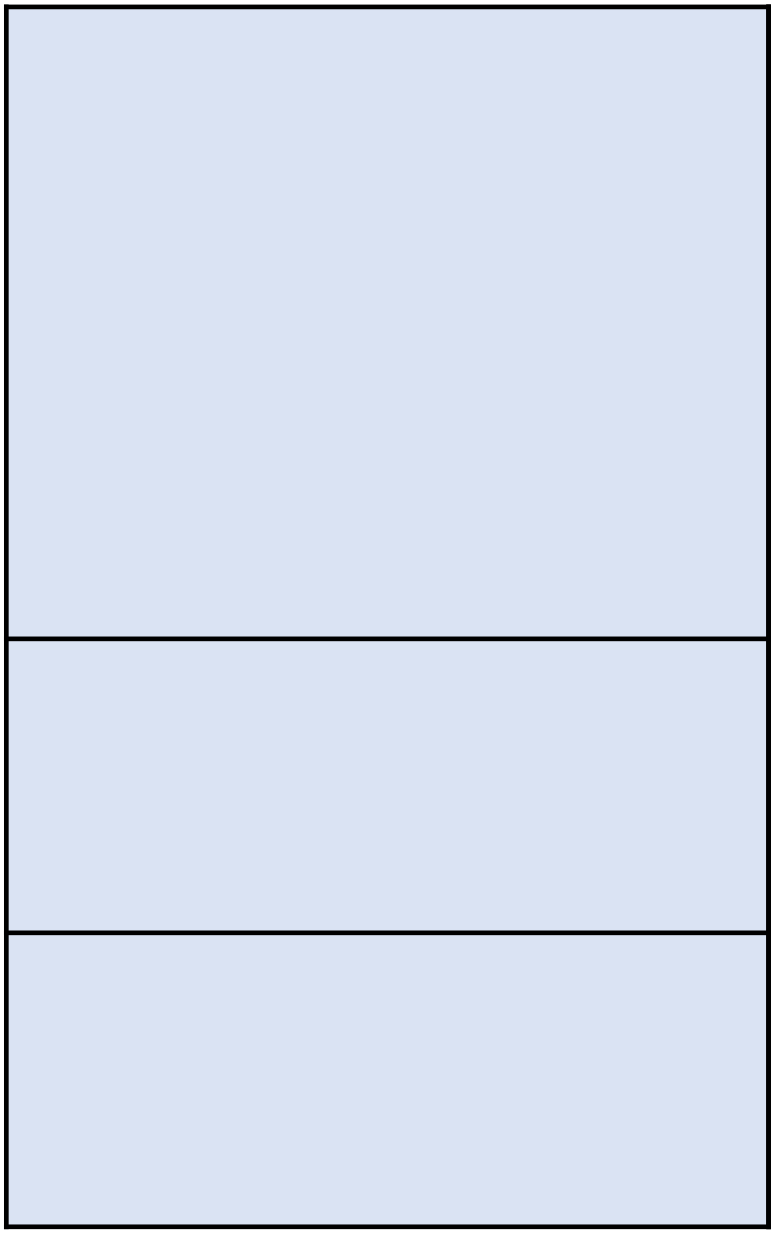

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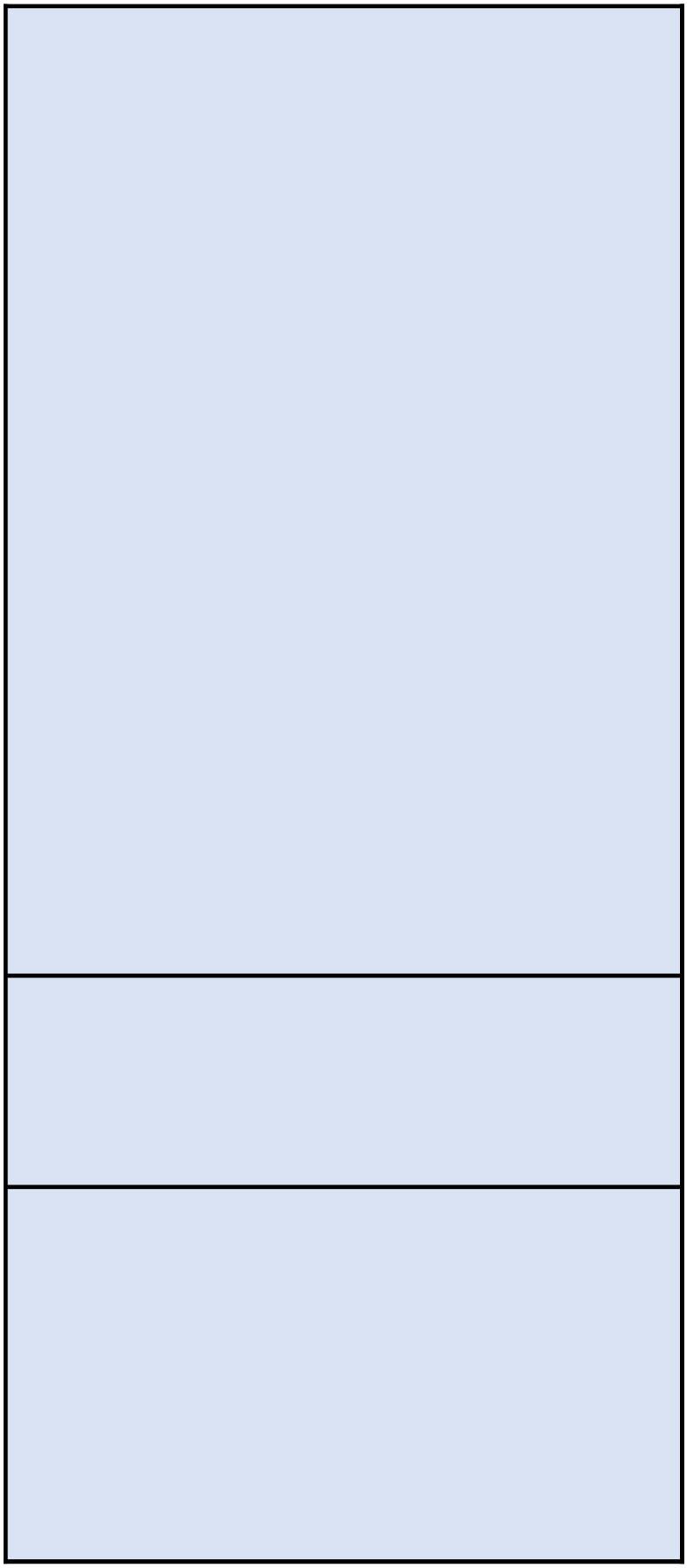

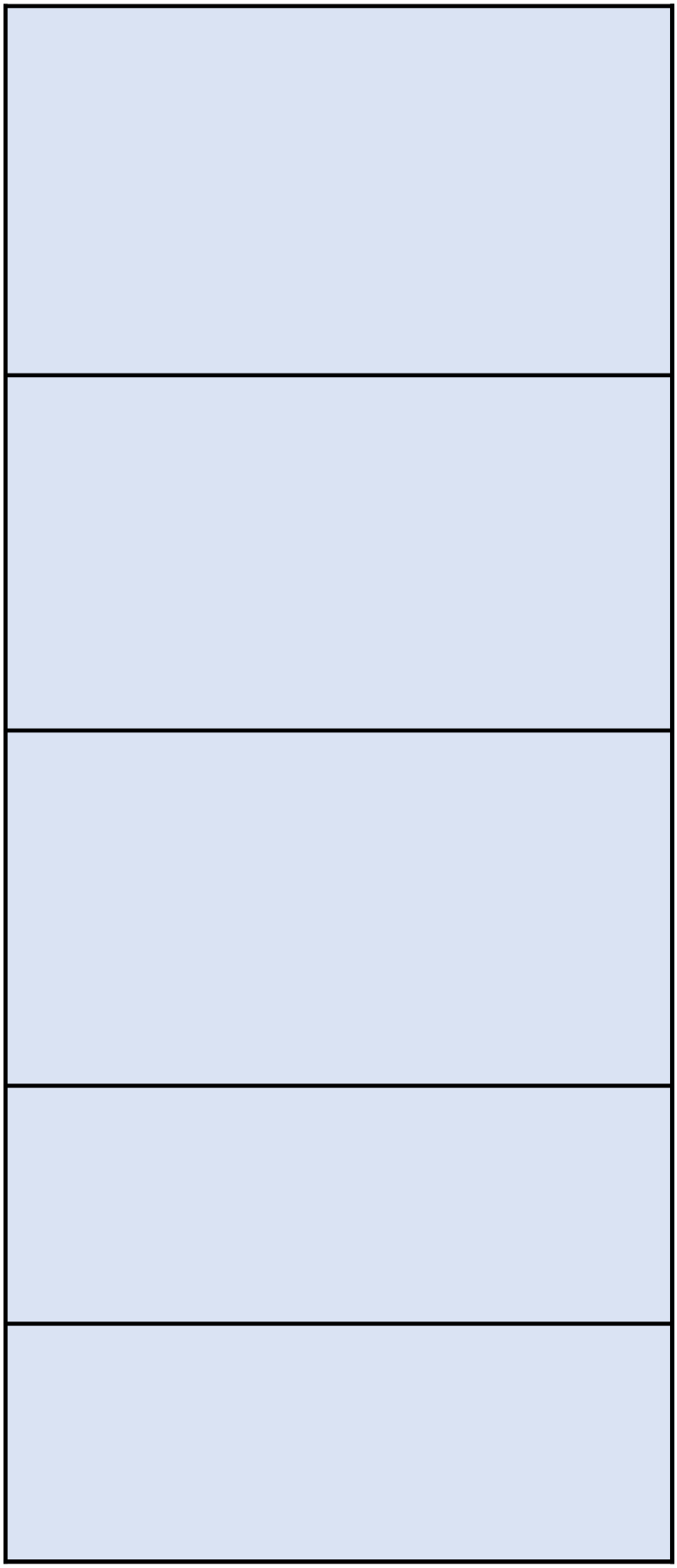

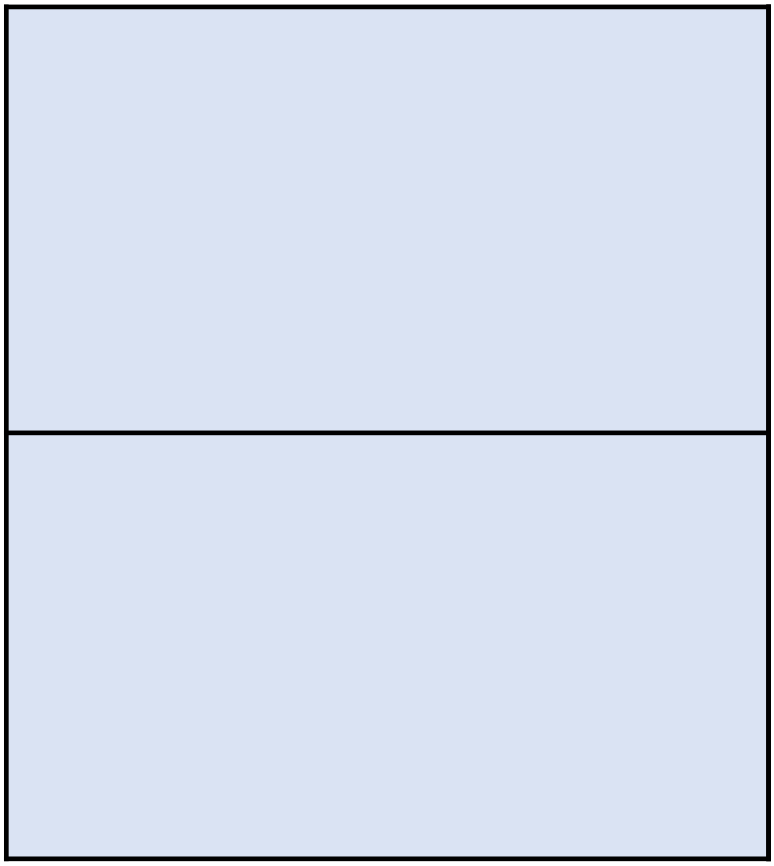

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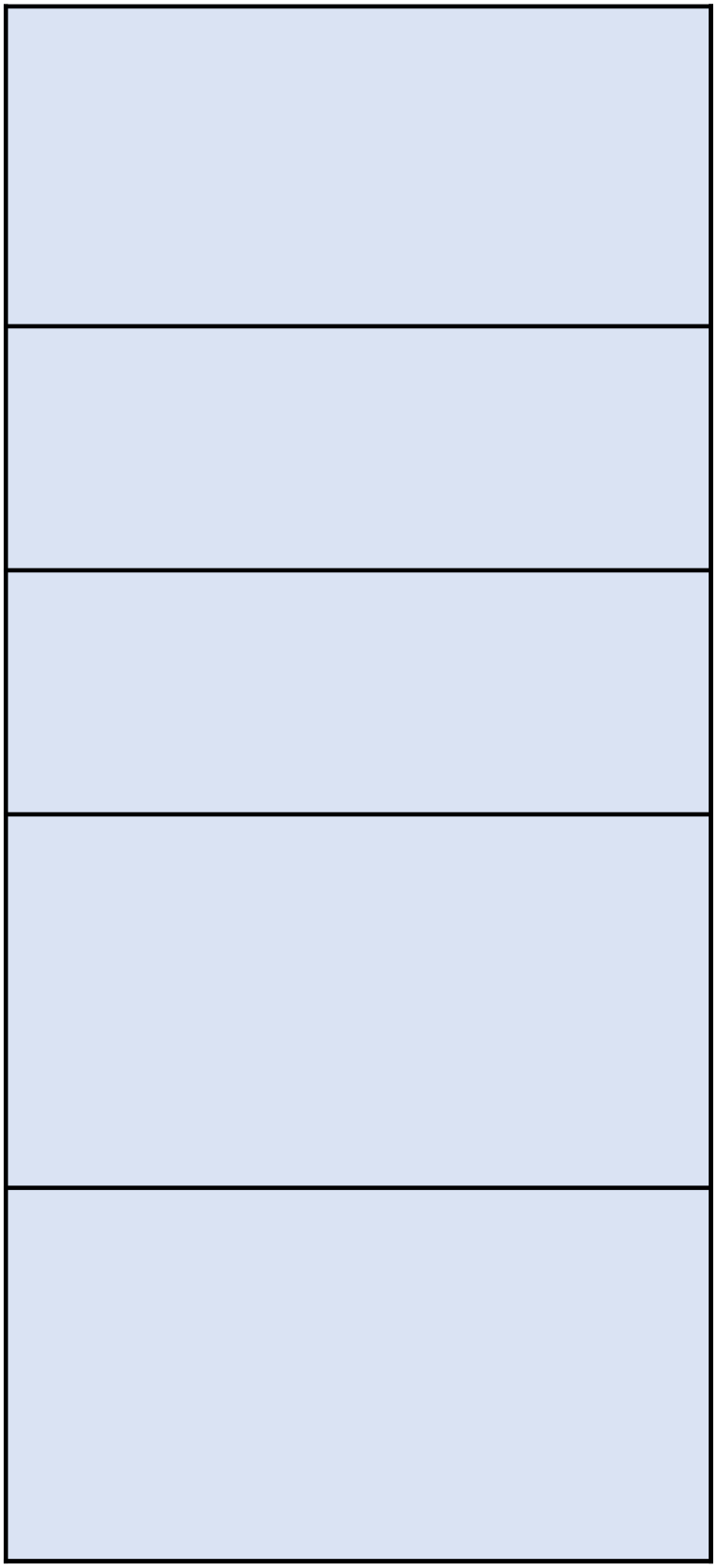

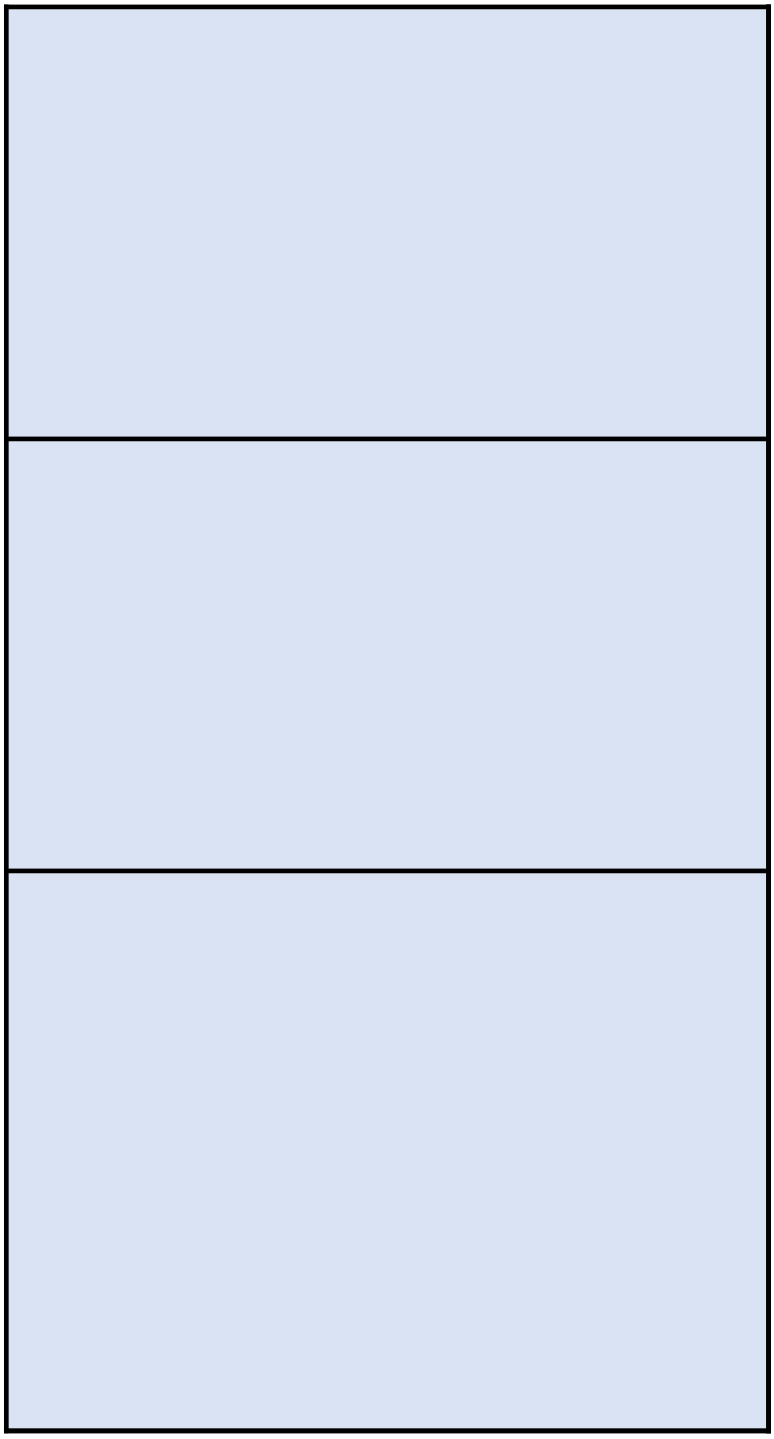

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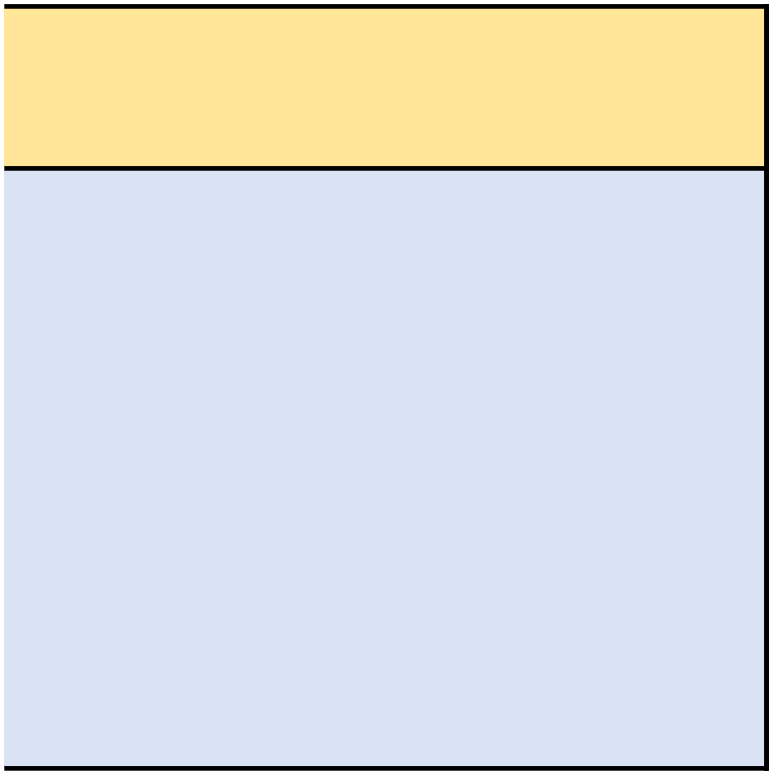

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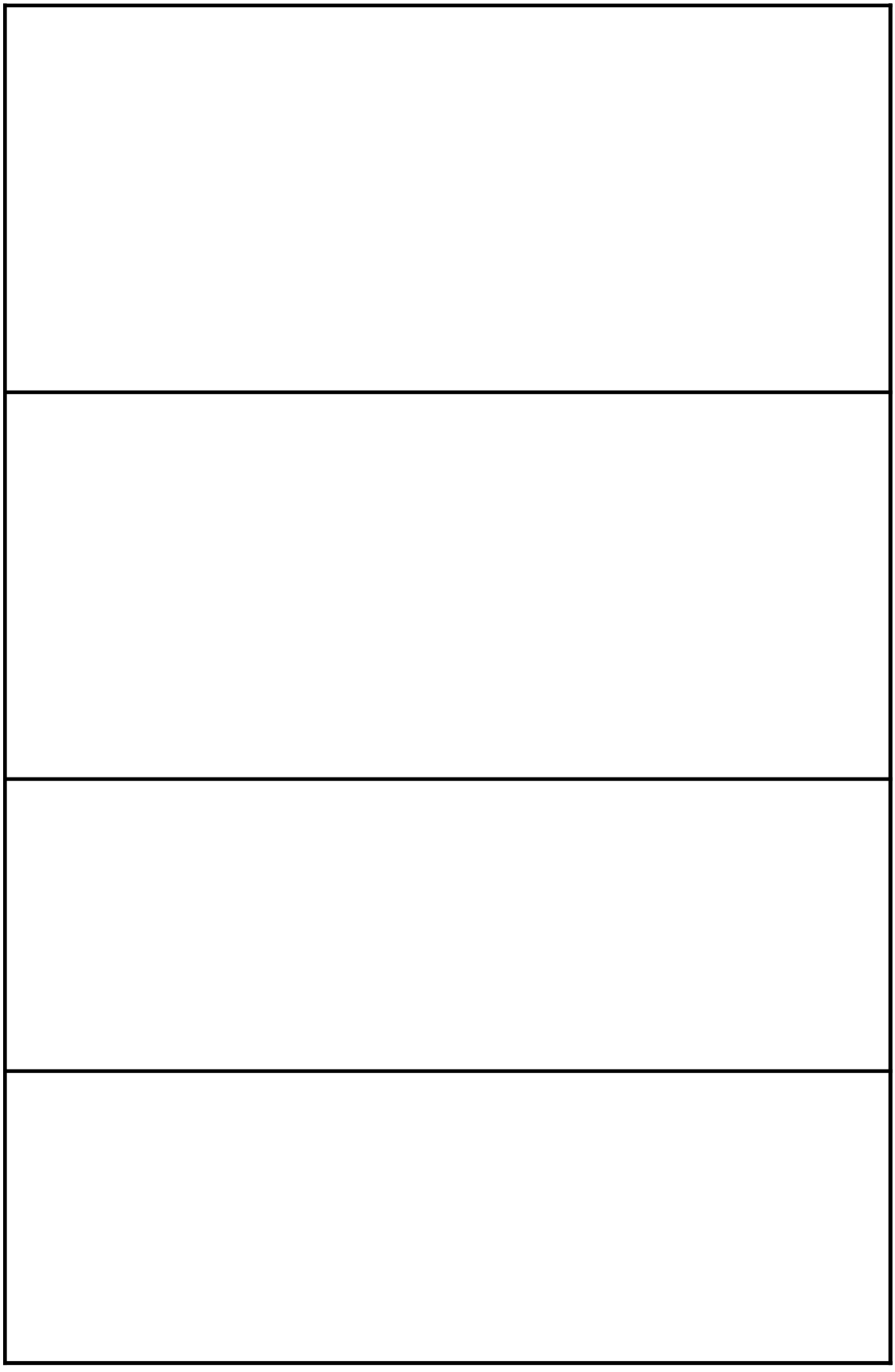
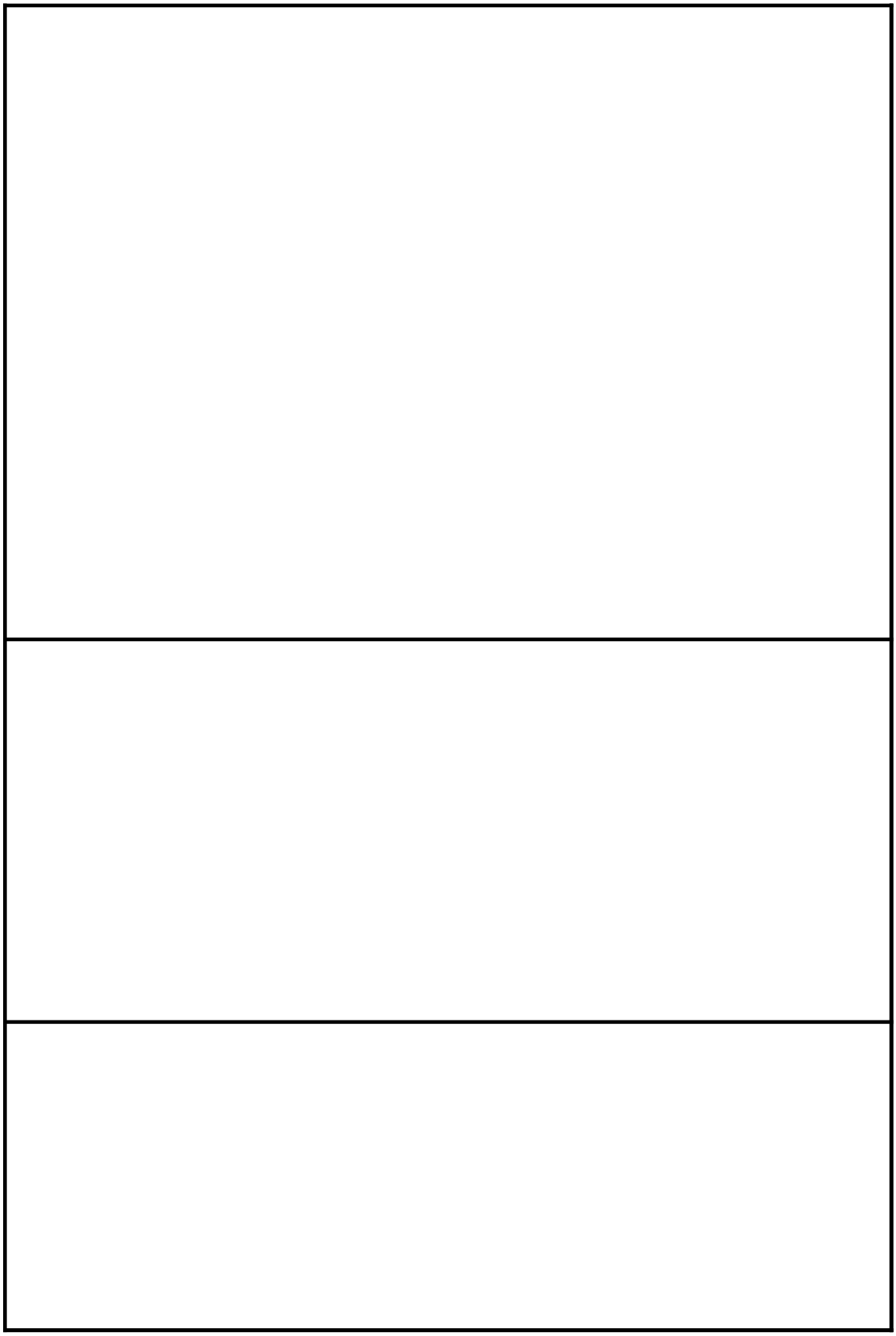
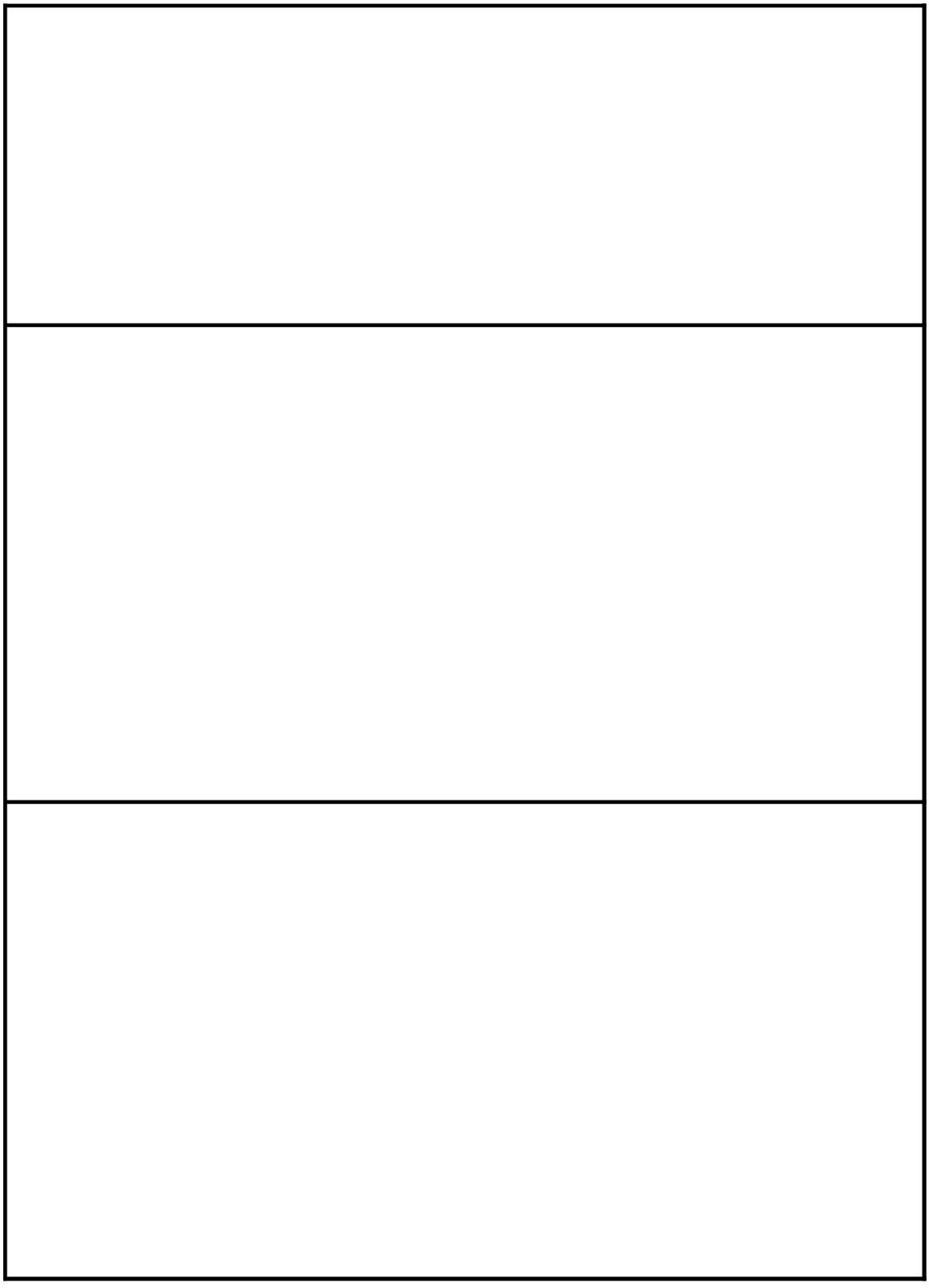
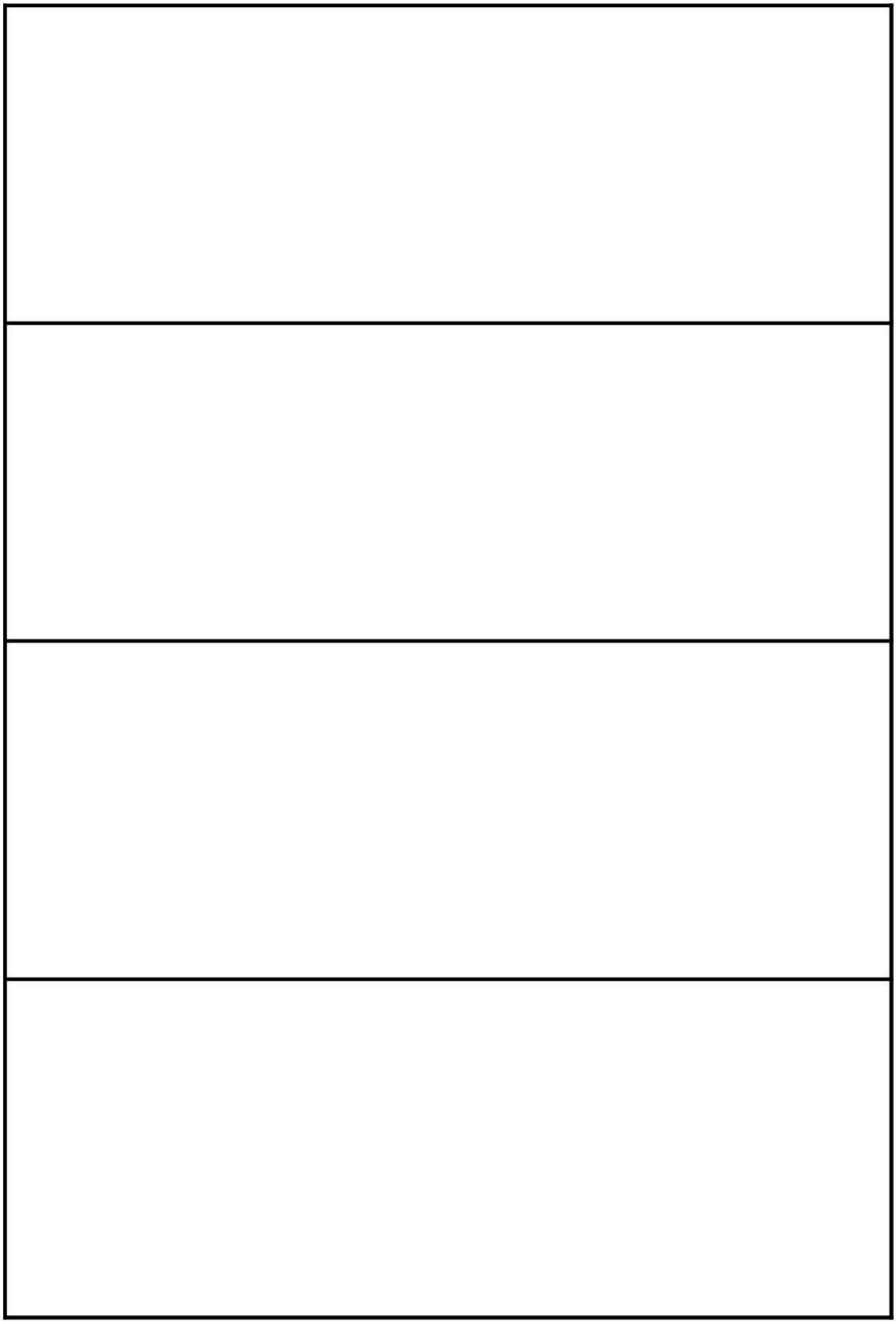
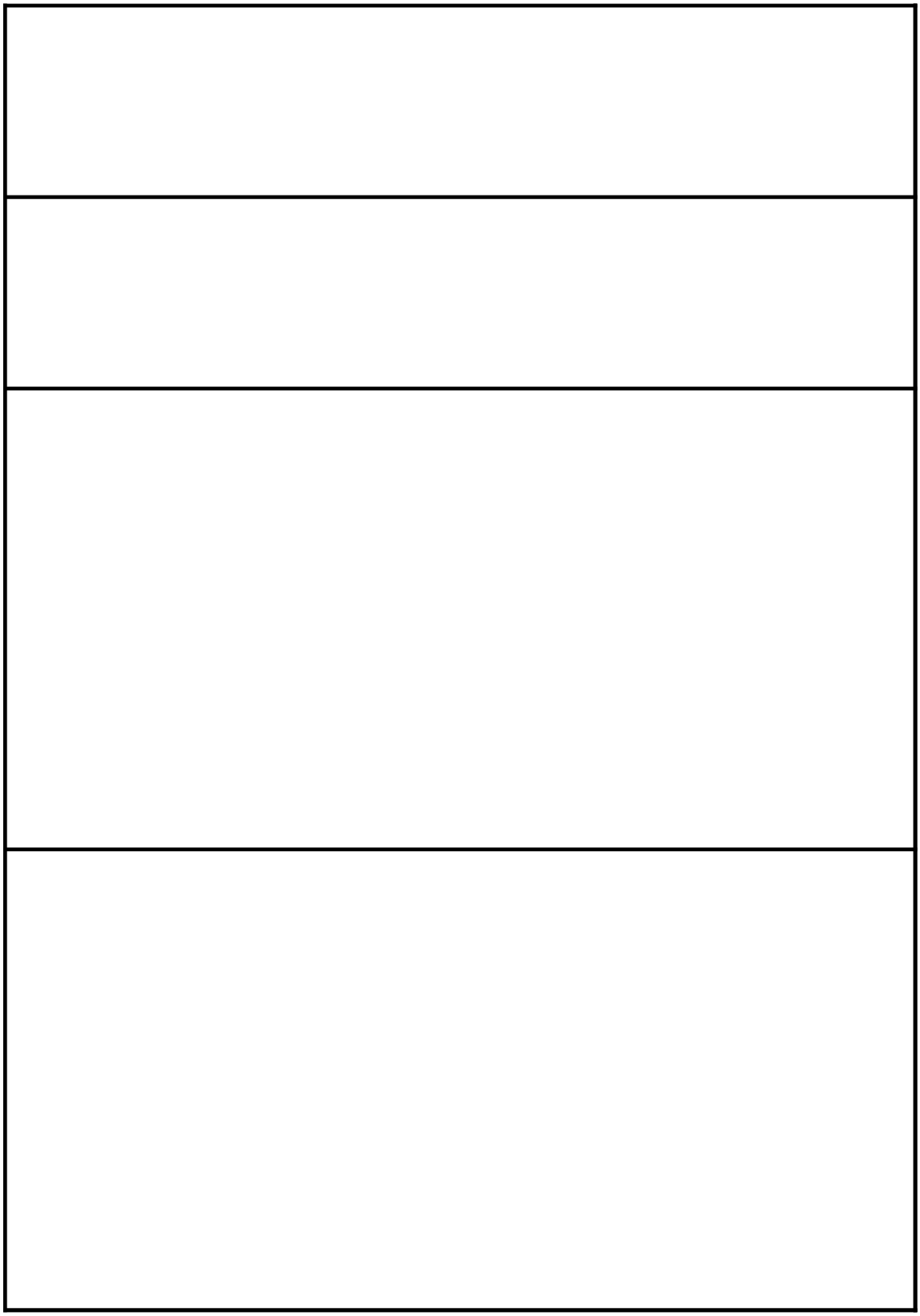
RRT Reviewer Comments











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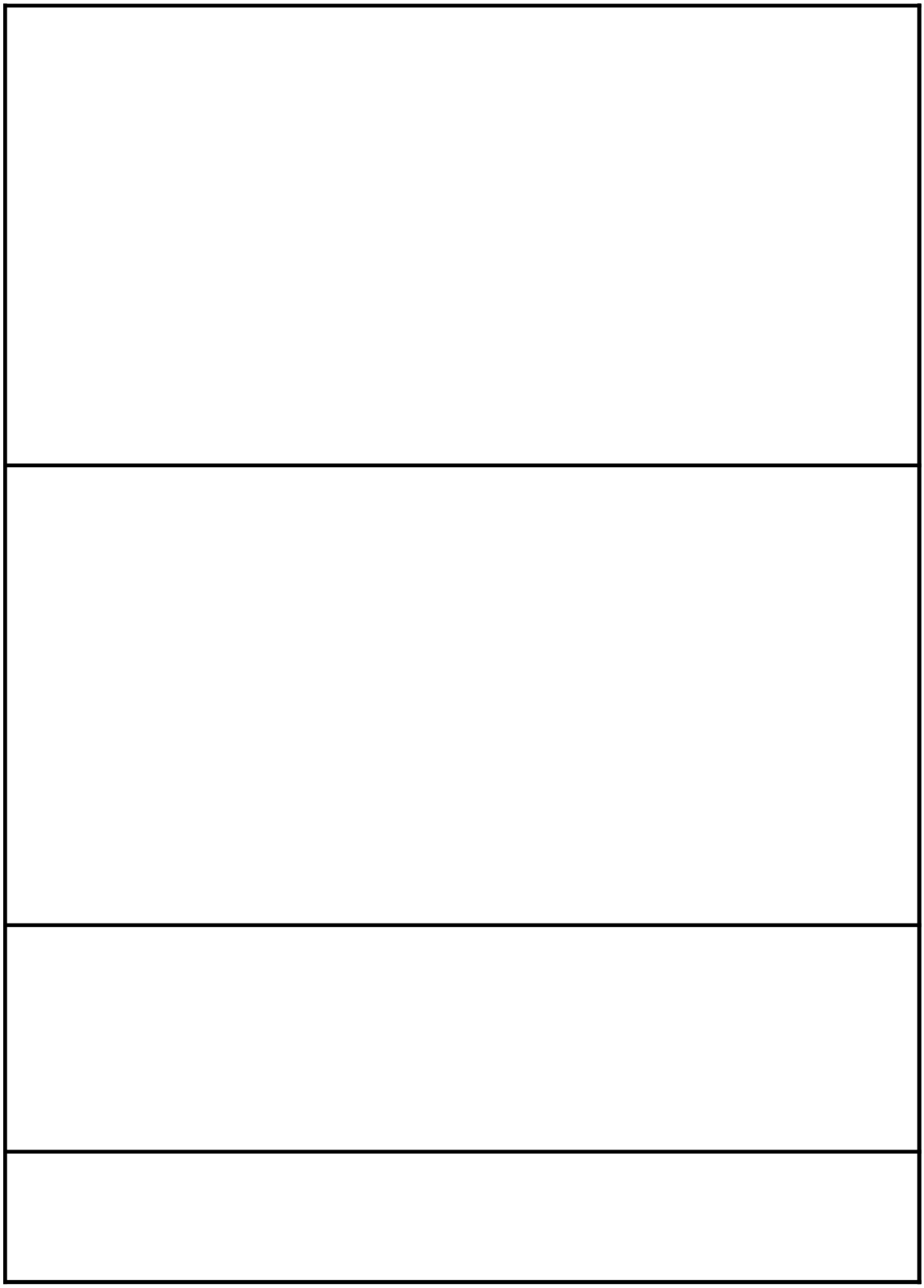
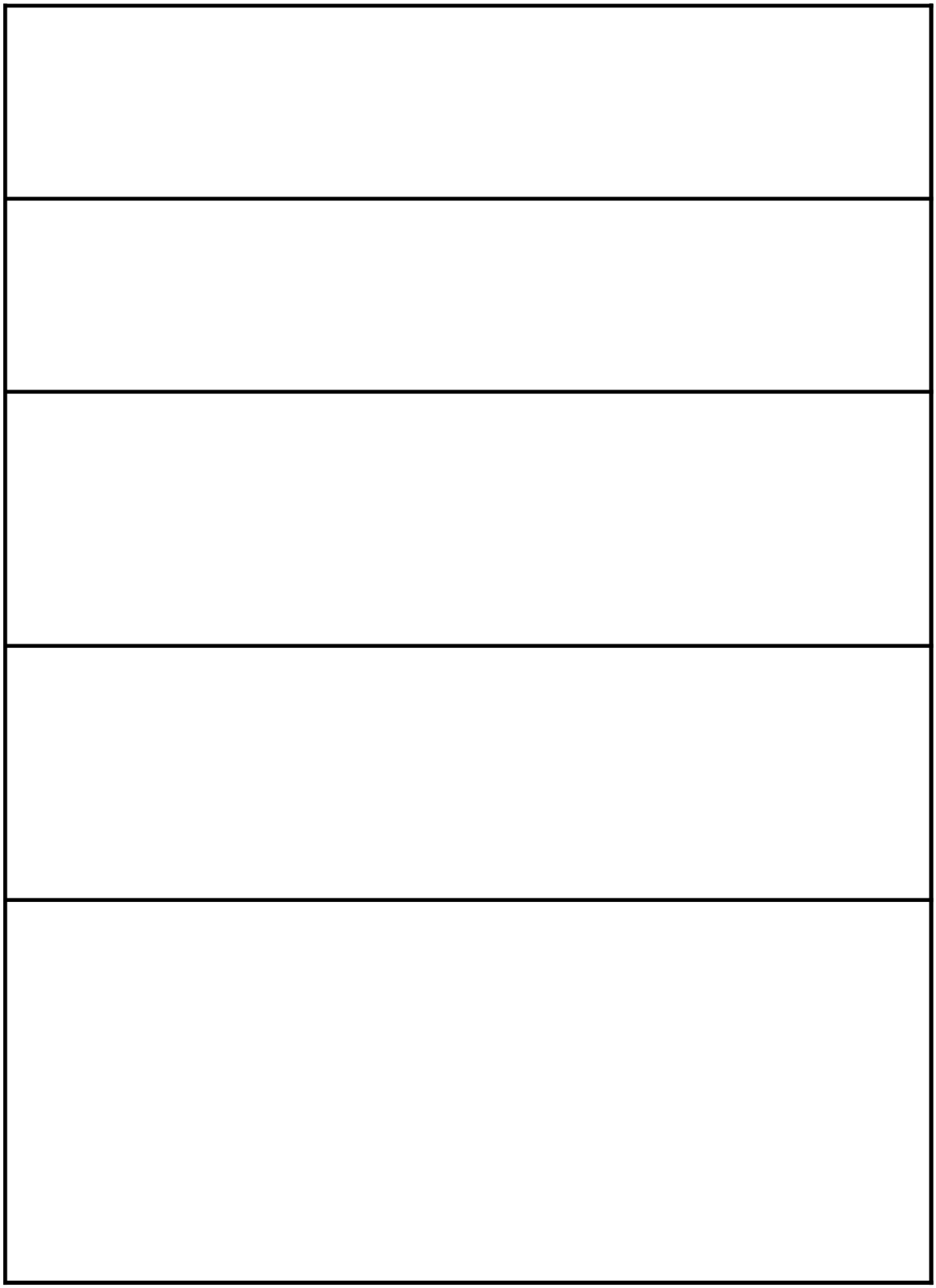
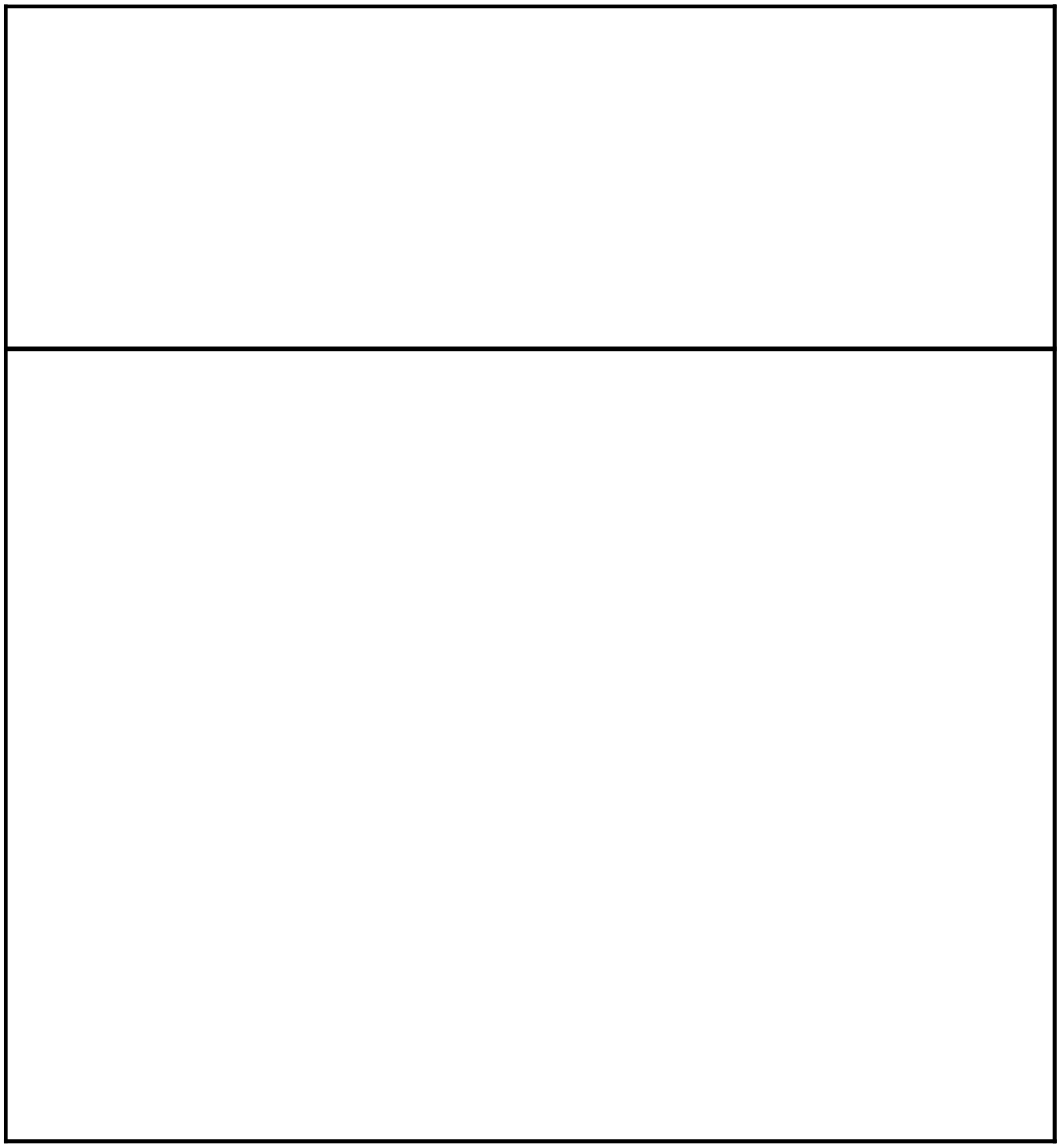
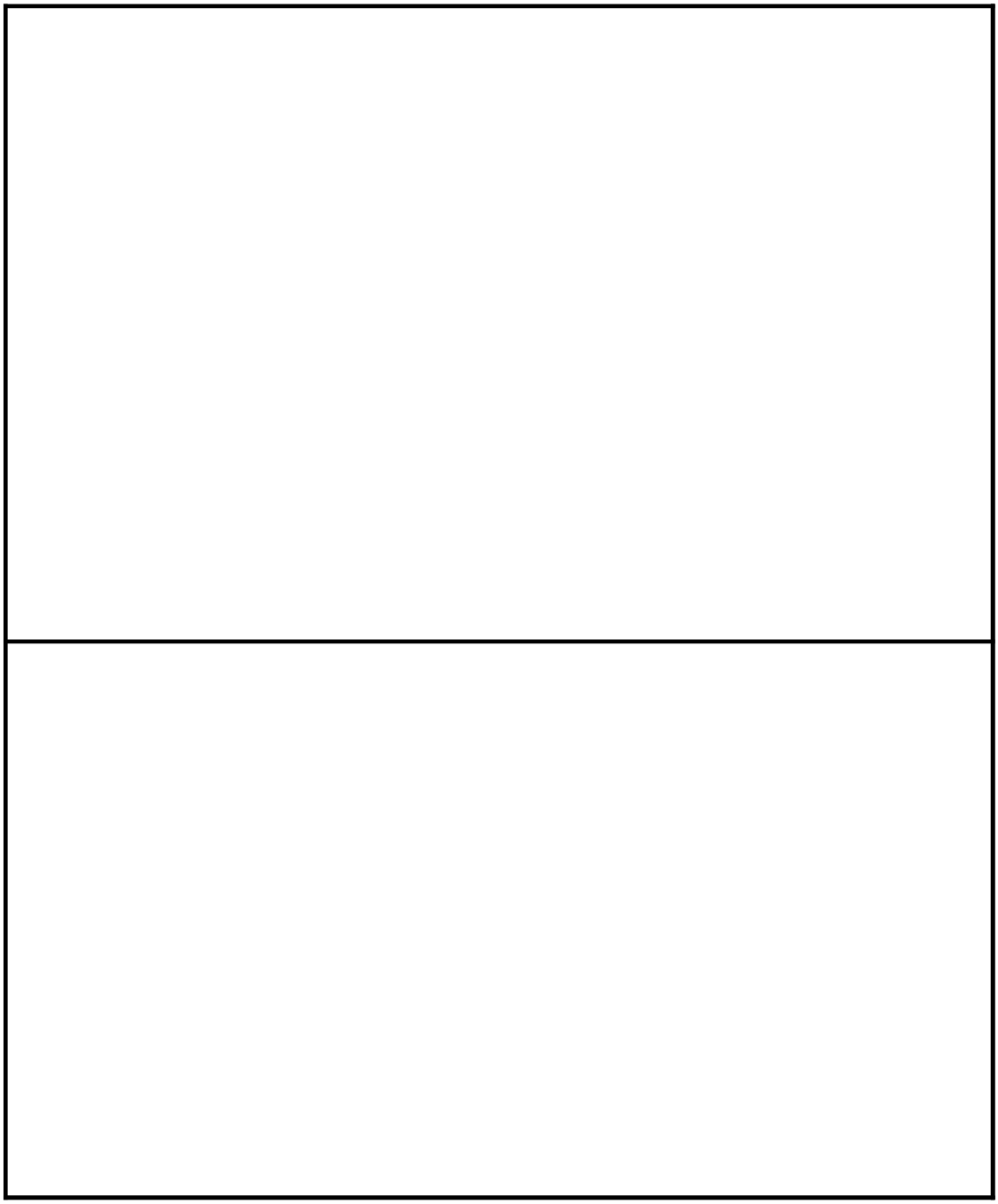
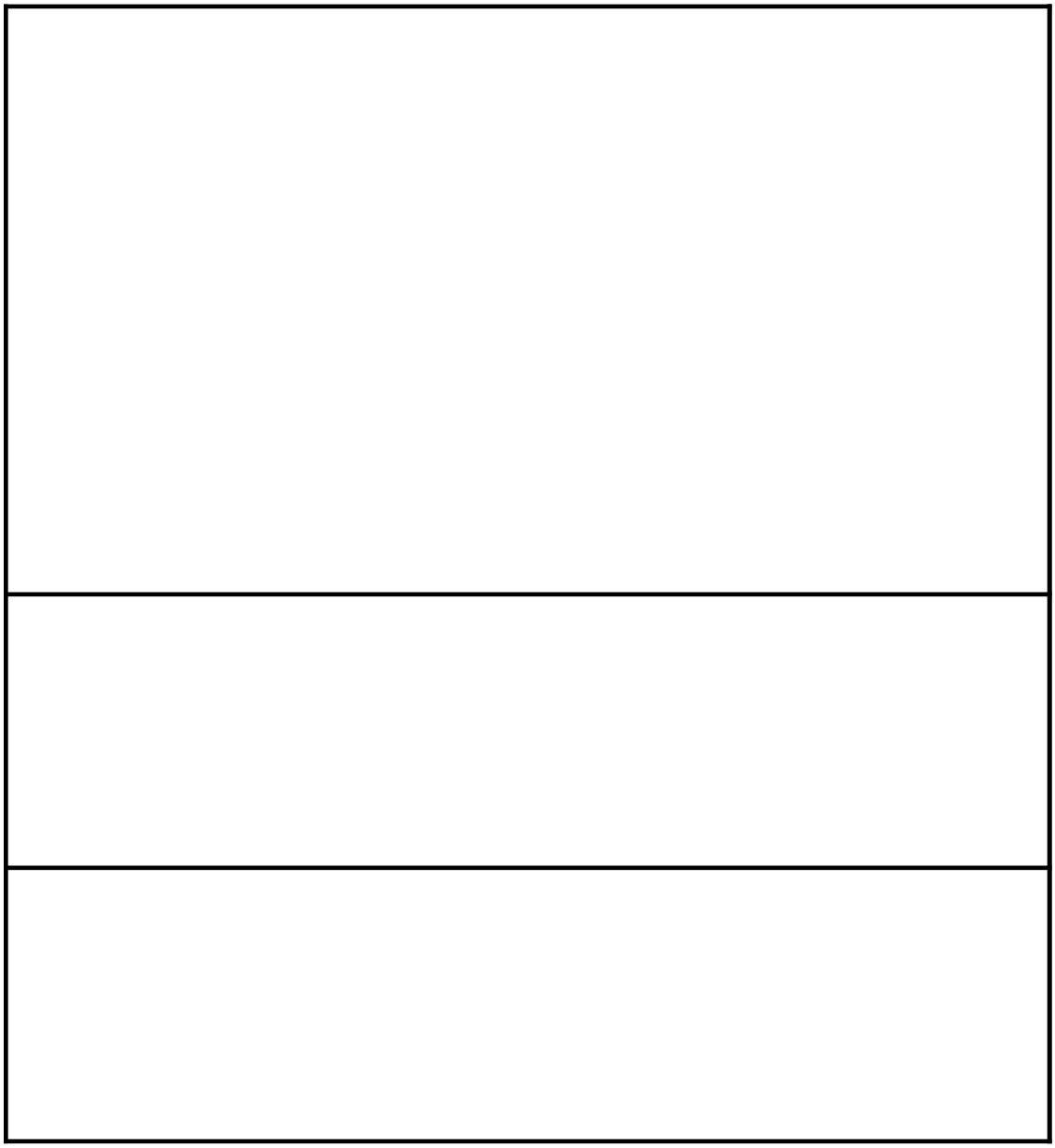
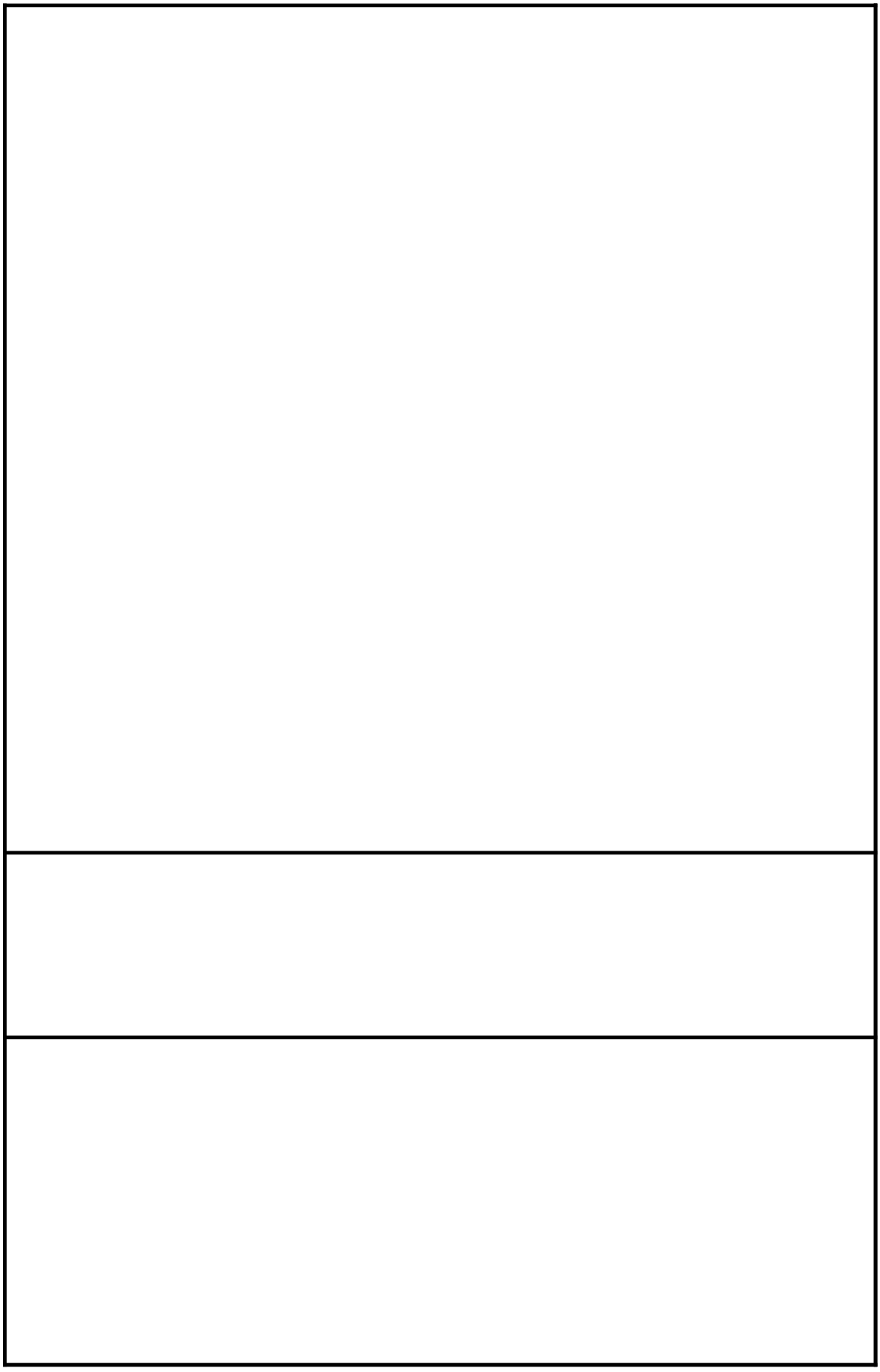


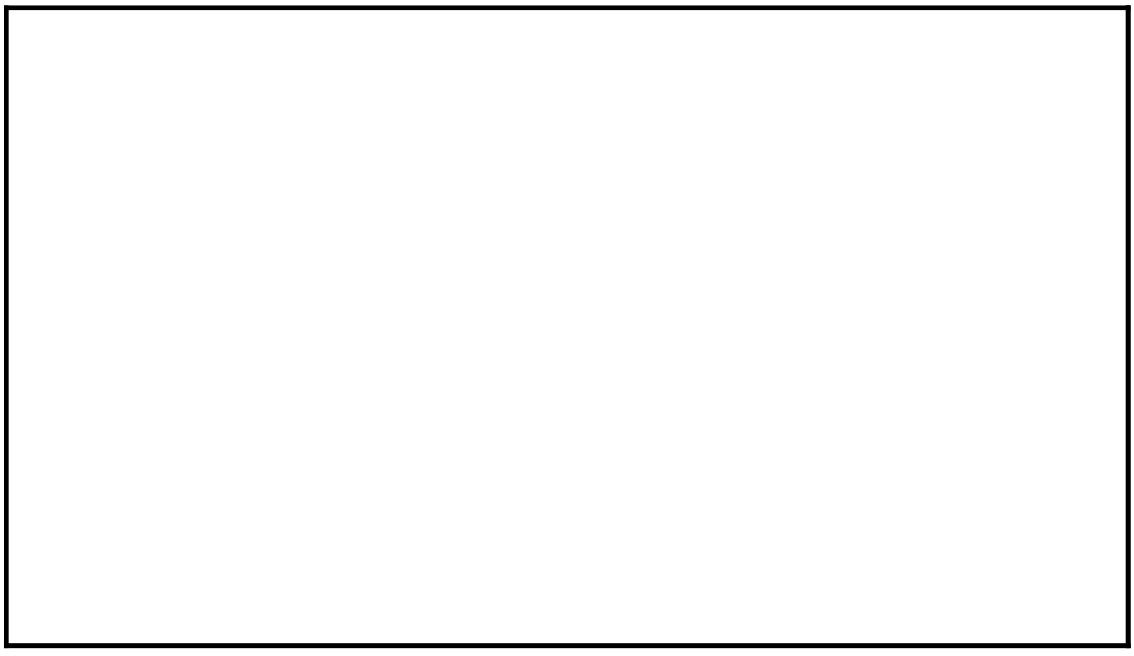


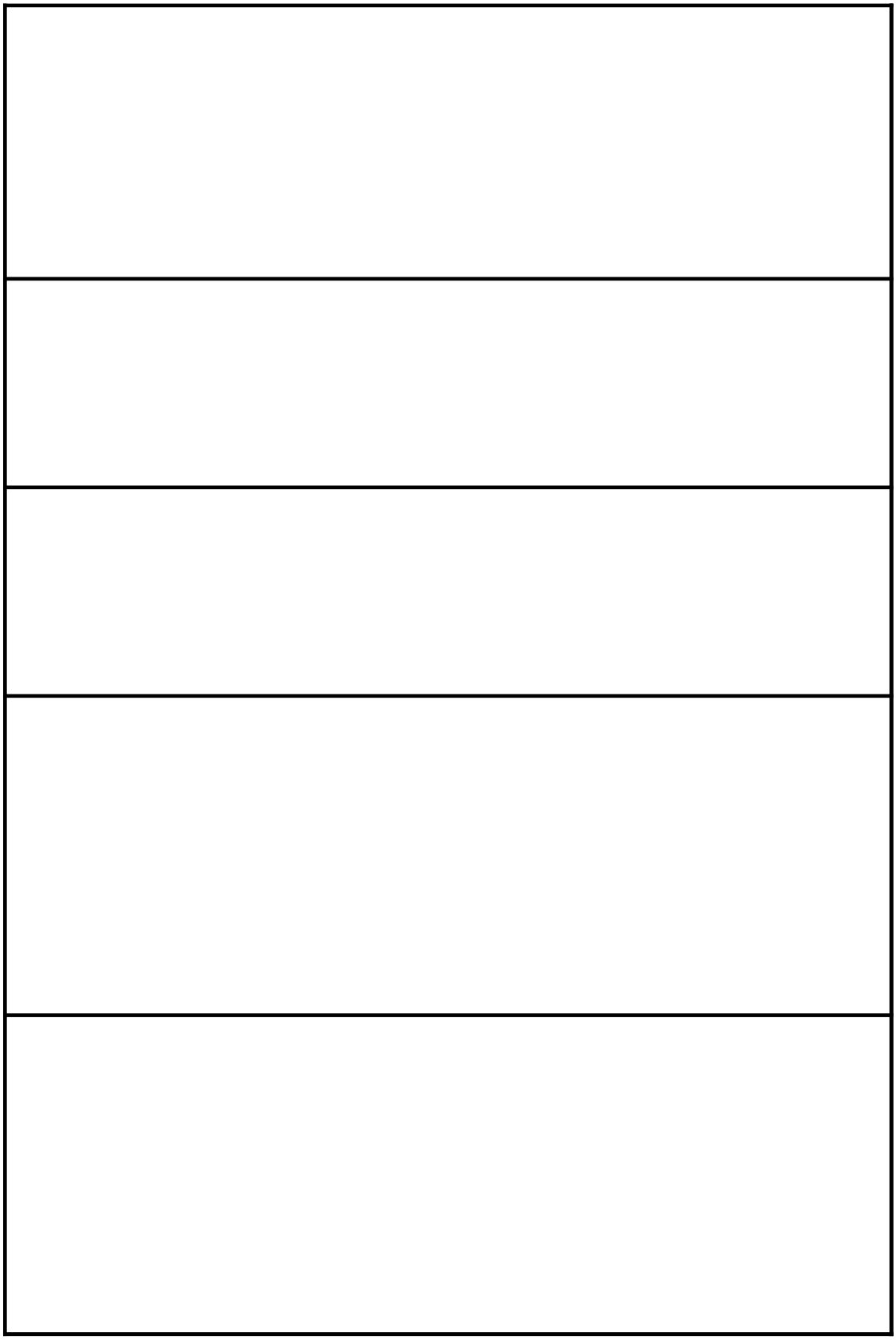


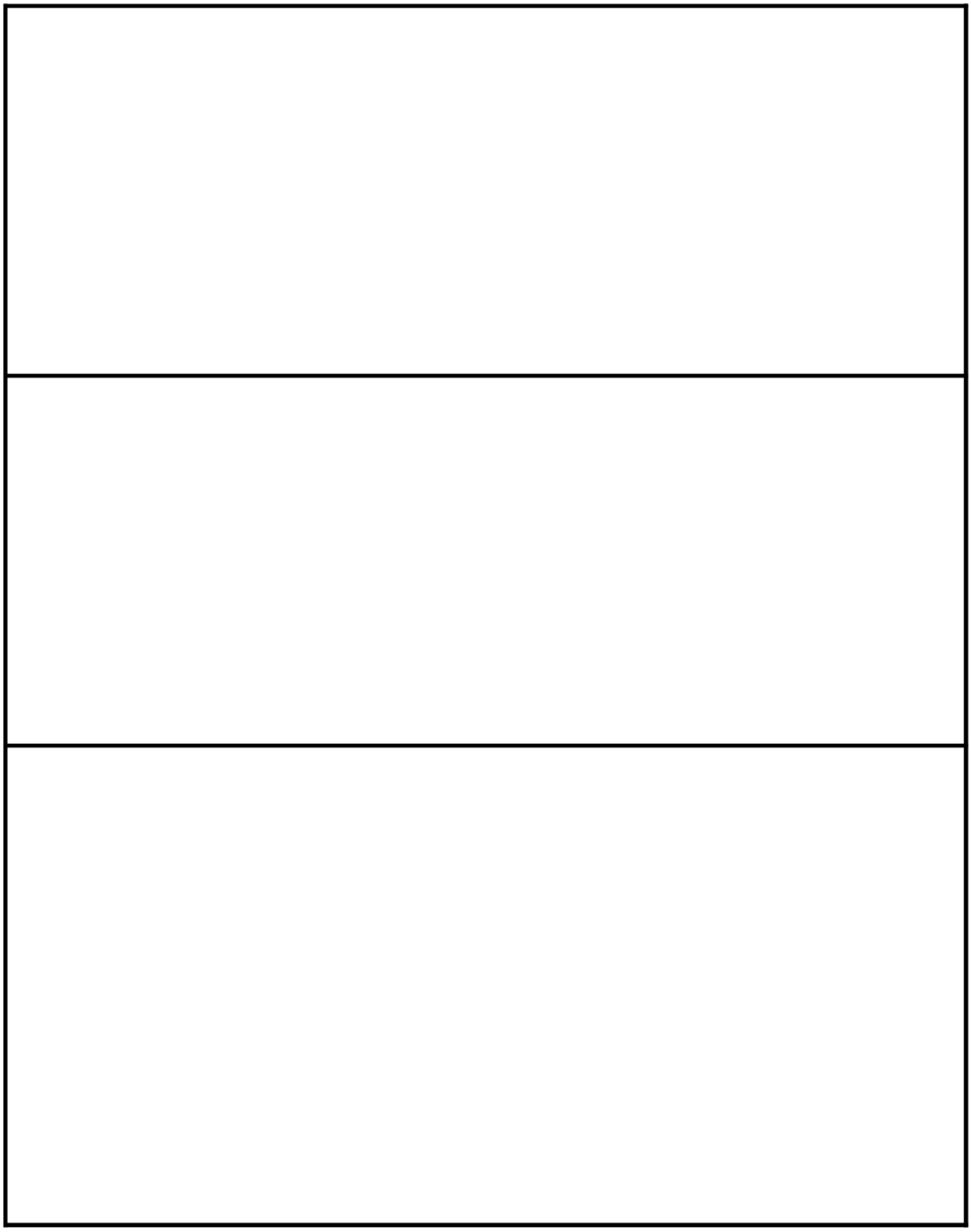




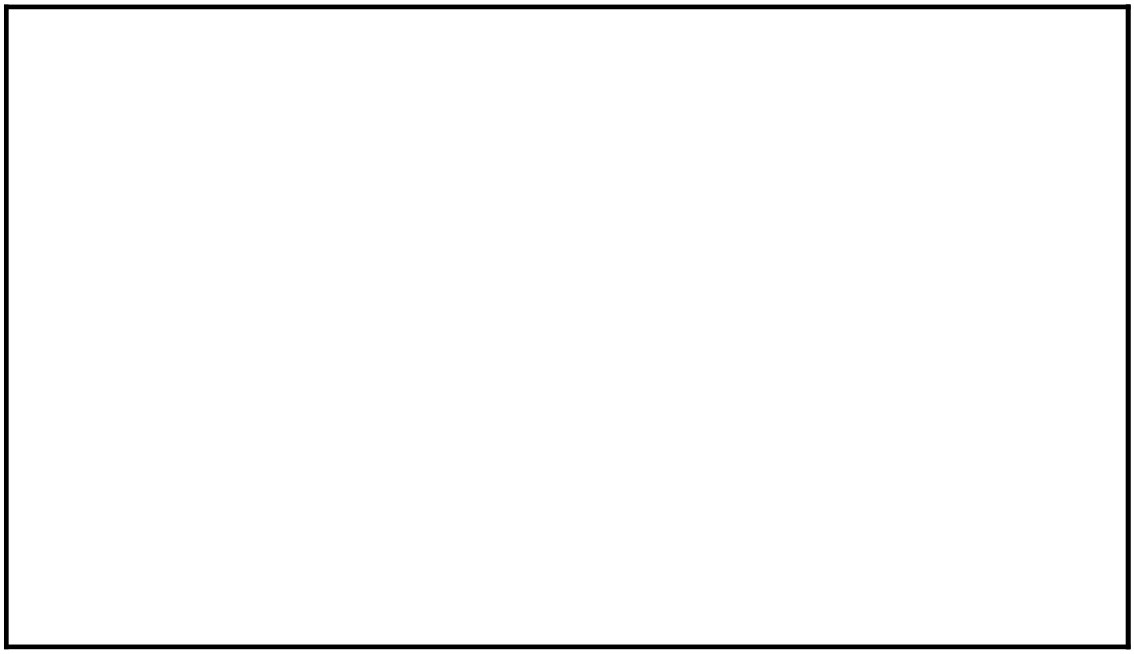


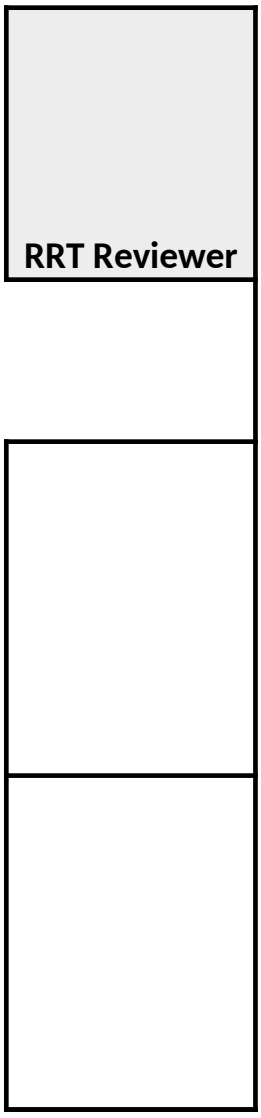


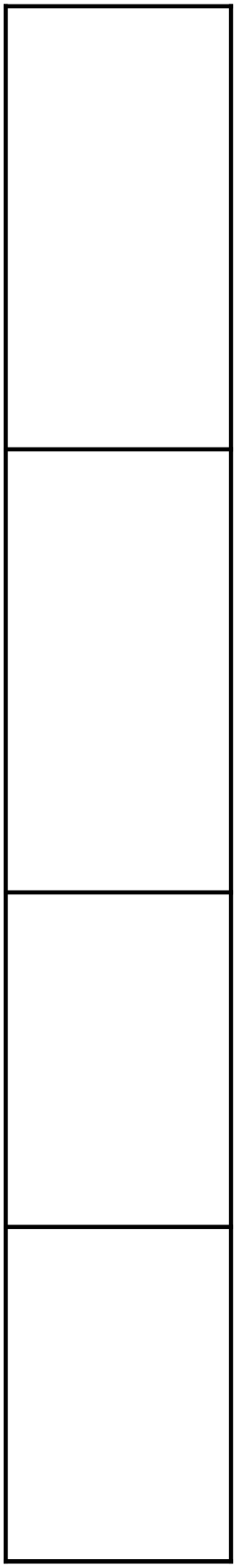


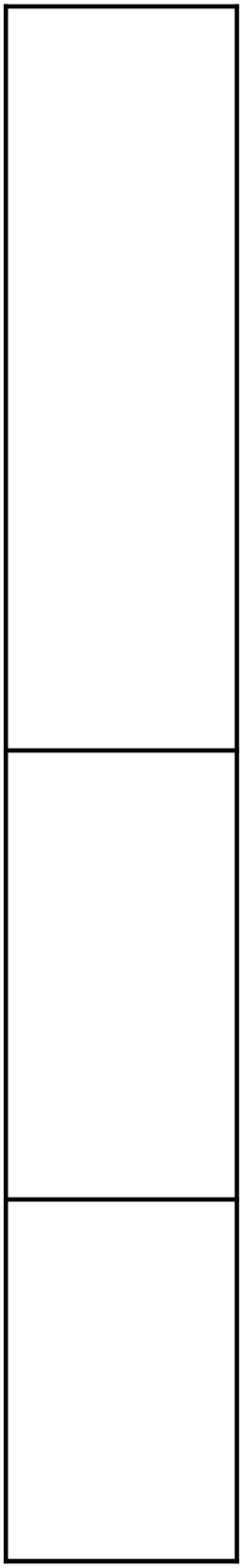


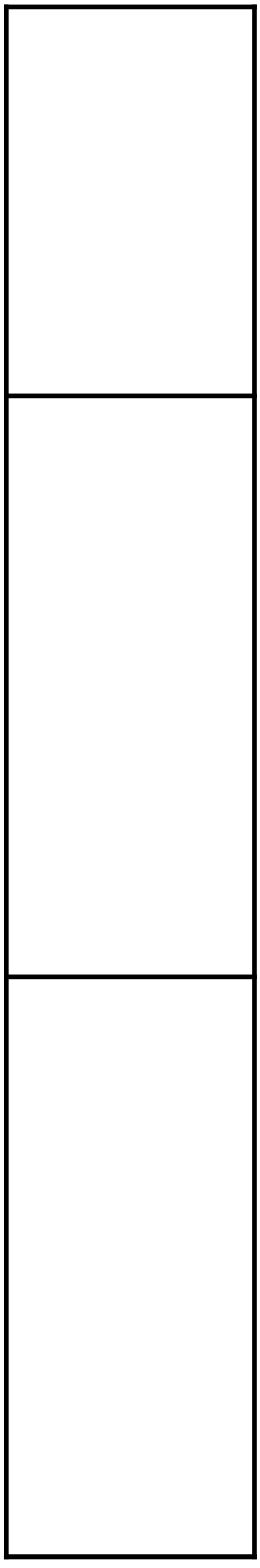
RRT Reviewer Comments

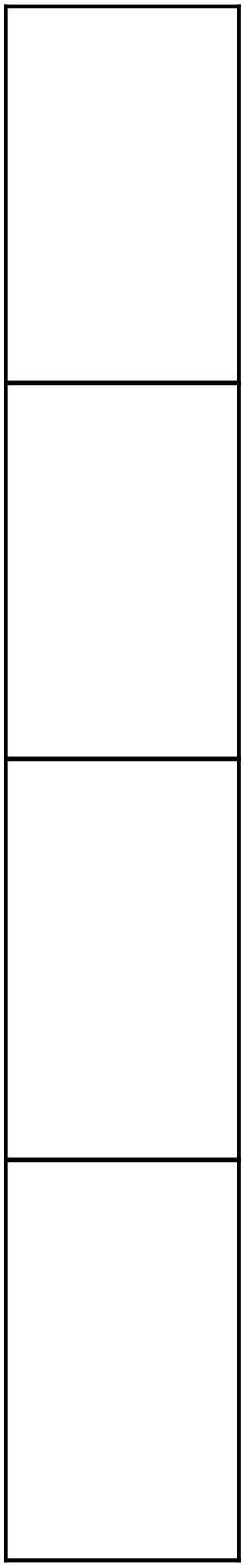


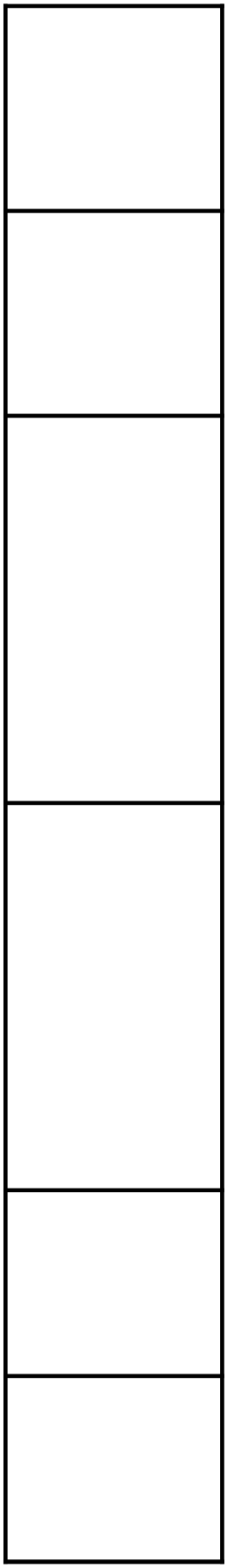

RRT Reviewer

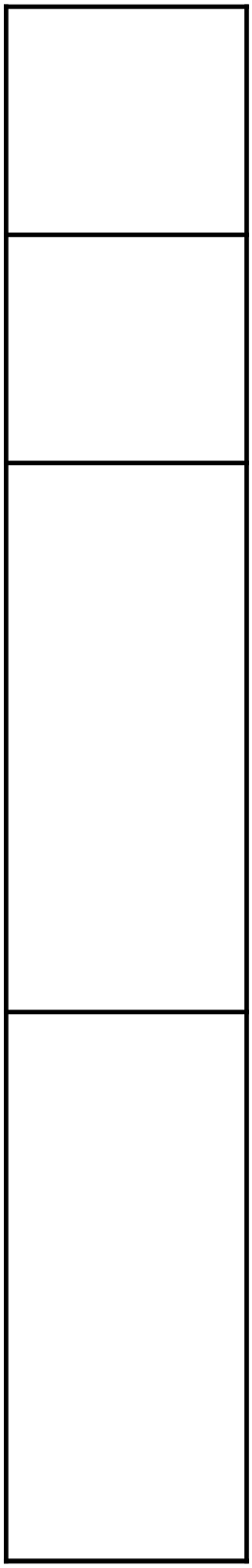


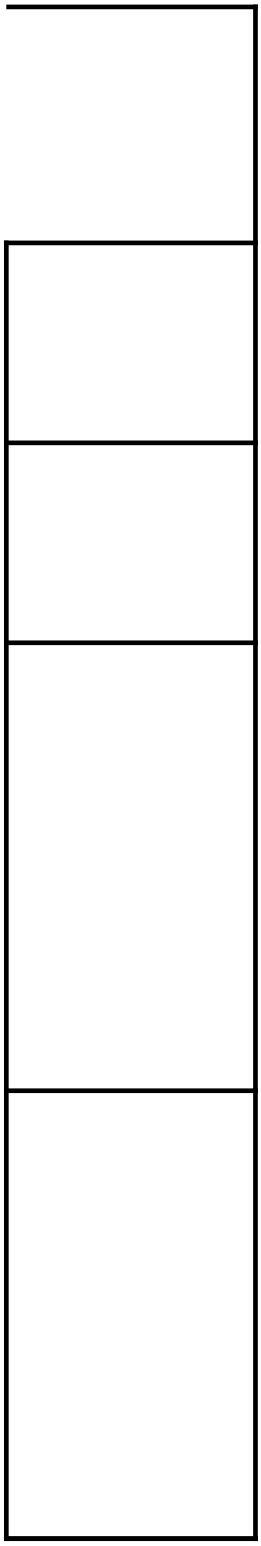


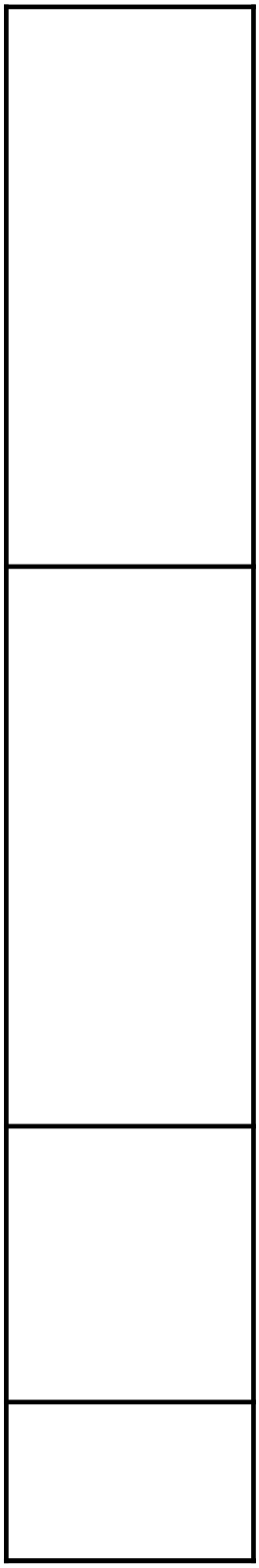


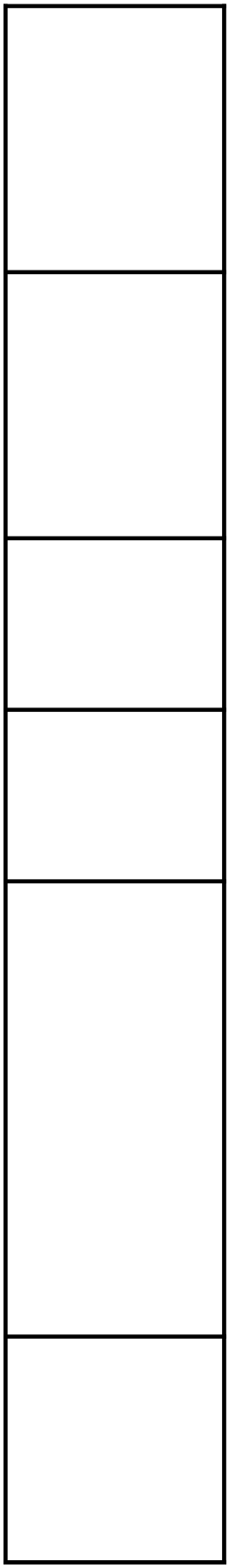


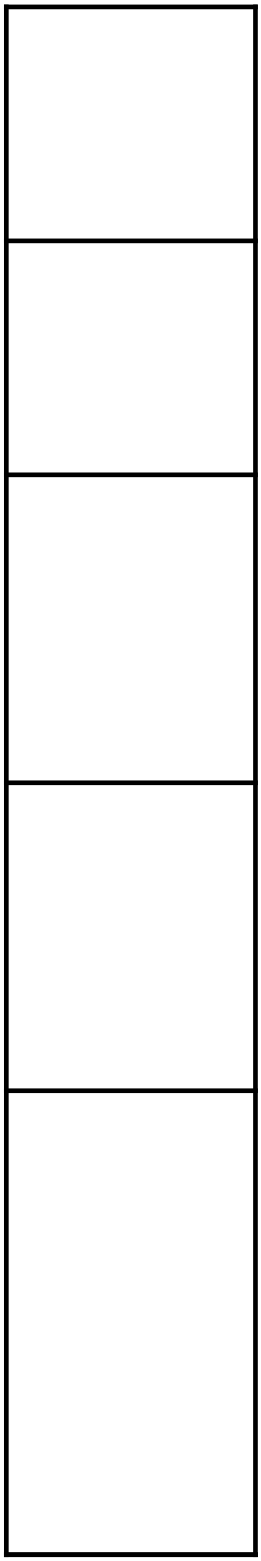


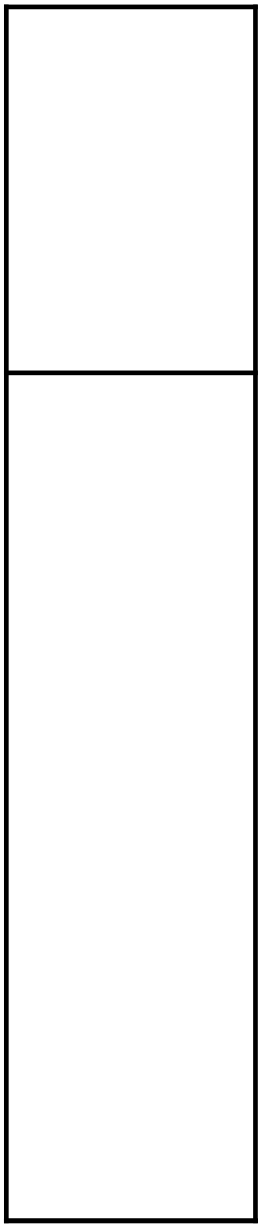


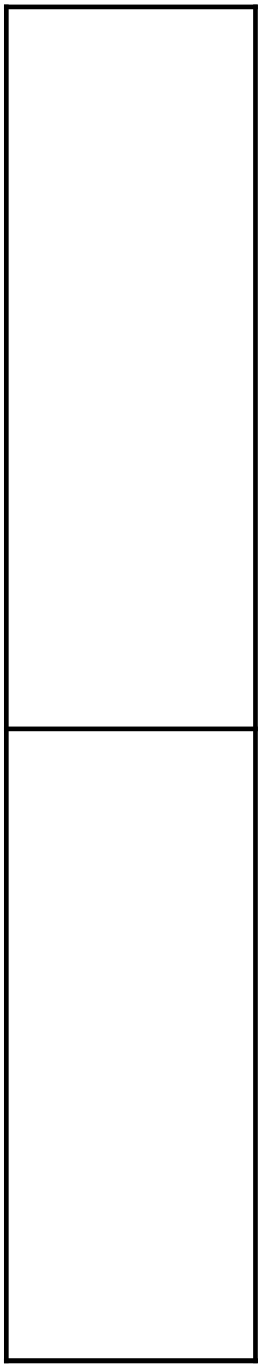


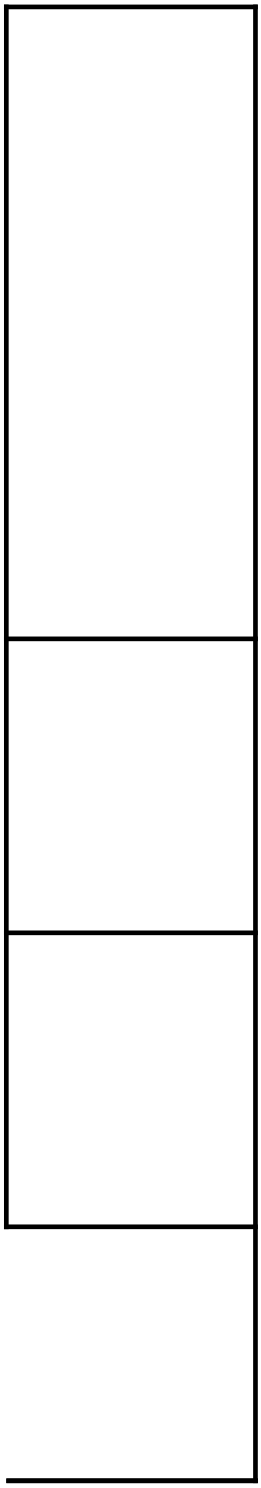


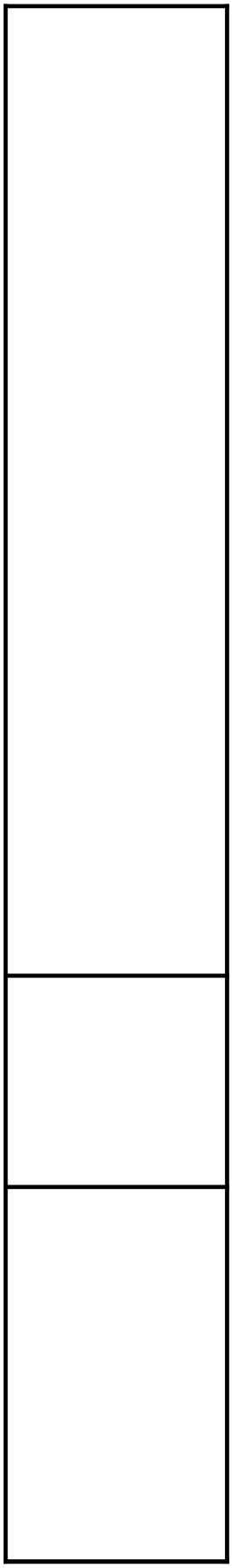


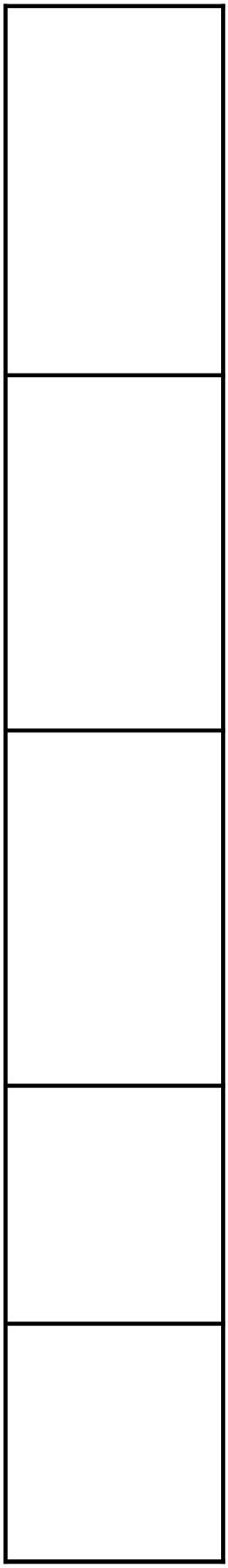


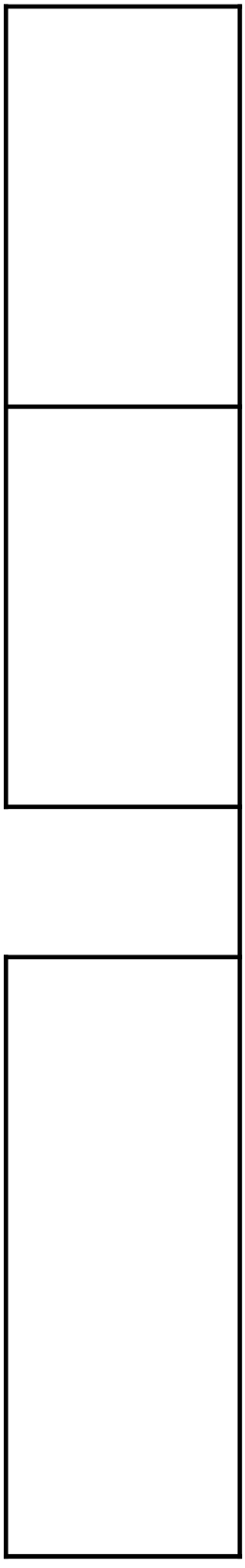


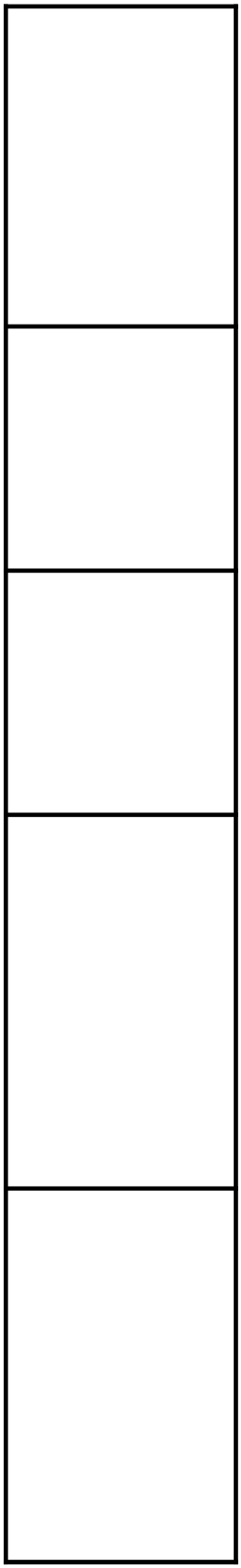


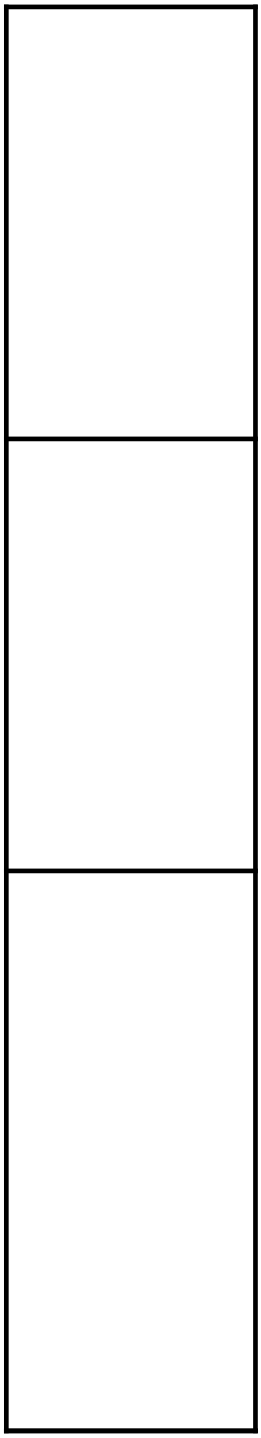


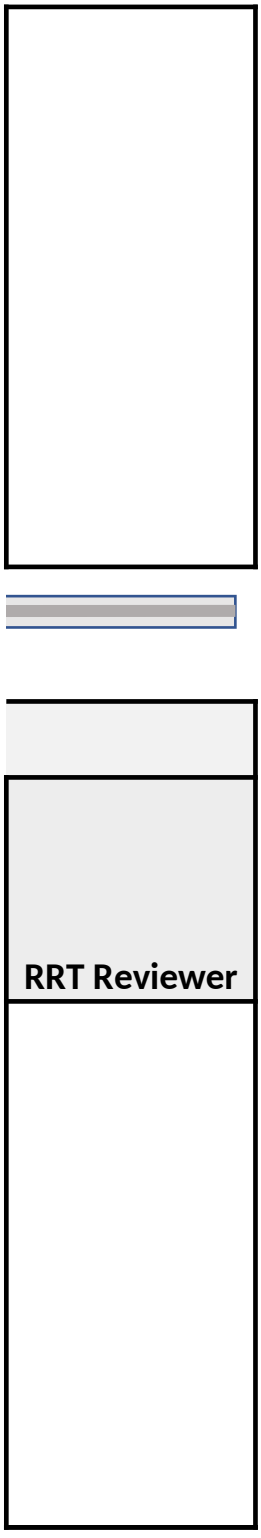


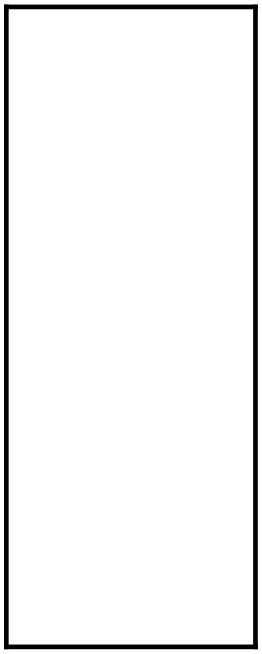









RRT Reviewer



Office of Partnersh

This page is provided for the Optional **PC Expansion Track** only, enter your MFRPS a
in the Optional RRT Development or RRT Maintenance please complete the page (R

Complete the in-kind, personnel, additional concerns or issues information and stat
provided for both, your Mid-Year and Annual Report Updates. At the Mid-Year you r
fields labeled for your Annual Report and resend the template.

The text entered may exceed the space provided. "Alt+Enter" will return a new line
the budget contact Program Managers, James.Betz@fda.hhs.gov and Jocelyn.Ran

Grant Track:

Budget Period (select):

Mid-Year Report

	Expenses
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]

12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	PC Expansion Budget Narrative (Use Alt+Enter for new line if desired)

Annual Report

Expenses	
1	Total Salary, Wages, and Fringe Benefits
2	Equipment
3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other 1 [Replace only bracketed text]
12	Other 2 [Replace only bracketed text]
13	Other 3 [Replace only bracketed text]
14	Other 4 [Replace only bracketed text]
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request

19	Total Requested for next budget period
20	PC Expansion Budget Narrative (Use Alt+Enter for new line if desired)

Annual Report

Estimated total of in-kind budget contributions toward accomplishing reporting period:
Estimated in-kind budget contribution narrative:

Mid-Year Report

PC Expansion Status Report on the purchasing, development and
[Replace bracketed text with your response]

Annual Report

PC Expansion Status Report on the purchasing, development and

Mid-Year Personnel Report	
	Name *(last name, first name)*
1	
2	
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RRT Maintenance Personnel Narrative
(Use Alt+Enter for new line if desired)

Mid-Year Report

PC Expansion Pending Issues or Concerns and Proposed Solutions

[Replace bracketed text with your response]

Annual Report

PC Expansion Pending Issues or Concerns and Proposed Solutions

Detailed Progress Report on the Recipient meeting the project m

	PC Expansion Performance Elements
PC Expansion Outcome 1	IT infrastructure such as additional resources, support or IT-data exchange development/implementation (i.e. National Food Safety Data Exchange (NFSDX) and the Office of Regulatory Affairs Data Exchange (ORAPP), and information sharing coordination).
PC Expansion Outcome 1	Annual Report Updates:
PC Expansion Outcome 2	If NSFDX and ORAPP functionalities are already implemented by your state, funds can be used for training auditors and new staff to perform full scope Preventive Controls (PC) inspections.

PC Expansion Outcome 2	Annual Report Updates:

Mid-Year Report

(Optional) Anything else you would like to report related to your
[Replace bracketed text with your response]

Annual Report

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

ıips Cooperative Agreement Program Report Form

ıward information on the MFRPS page. You should only complete this page if you were awarded this tra
RT_Dev OR RRT_Main) applicable for your award.

:us, progress, deliverables and meetings/activities for your PC Expansion award ONLY in the fields provic
ıeed only complete the yellow sections for your submission. At the Annual report use the brown sectio

within a text box if desired. **For questions regarding this form, contact ORAOPDataHub@fda.hhs.gov;
ıos@fda.hhs.gov.**

PC Expansion

Total Budgeted	Expended to Date	Total Projected Expenses
$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
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$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
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$0.00	$0.00	$0.00
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Total Budgeted	Expended to Date	Total Projected Expenses
$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
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the goals of the cooperative agreement during the	$0.00

operational readiness of any equipment, computers, or software purchased.

operational readiness of any equipment, computers, or software purchased.

Title	Project Role	Months Funded *(# calendar mos)*

Mid-Year Personnel Report
[Replace bracketed text with your response]

s:

s:

ilestones detailed in the cooperative agreement, conditions of the award, etc.

Recipient Self-Reported Status (Select)	Recipient Estimated Percent Complete (Select)	
Select	Select	
Select	Select	[If this Performance Element was re row. Otherwise, complete the Annu
Select	Select	

Select	Select	[If this Performance Element was re row. Otherwise, complete the Annu

PC Expansion Report that is not reported elsewhere on this form:

PC Expansion Report that is not reported elsewhere on this form:

ck. If you are participating

ded below. Fields are
ns enter any updates in the

for questions regarding

Annual Personnel Rep	
Select appropriate response:	
Personnel Changes?	
Select	
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*If adding or removing perso

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ort
Select
Explanation for significant personnel changes

nnel please update their name, title, project role, and months funded as applicable.

Annual Personnel Report

Progress Narrative

Alt+Enter for new line if desired)

Mid-Year Report and no additional updates are needed please skip the Annual Report Response
replace this bracketed text with your Progress Report]

Mid-Year Report and no additional updates are needed please skip the Annual Report Response
eplace this bracketed text with your Progress Report]

Deliverables (Use Alt+Enter for new line if desired)	**Meetings/Activities** (Use Alt+Enter for new line if desired)

Office of Partnerships Cooperative Ag

This page is provided for the **Food Protection Task Force Track** only, enter your MF page if you were awarded this track. If you are participating in the Optional RRT De (RRT_Dev, RRT_Main, and/or PC_Exp) applicable for your award.

Complete the summary of progress, task force meeting details, meeting evaluation below.

The text entered may exceed the space provided. "Alt+Enter" will return a new line **ORAOPDataHub@fda.hhs.gov; for questions regarding the budget contact Progra Jocelyn.Ramos@fda.hhs.gov.**

Complete Coversheet | Complete MFRPS Track | Complete Developmer

Grant Track:

Grant Year (select):

Budget Report

	Expenses
1a	Salary and Wages
1b	Fringe Benefits
2	Equipment

3	Travel
4	Materials and Supplies
5	Publication Costs
6	Consultant Services
7	ADP/Computer Services
8	Subawards/Contractual Costs
9	Equipment/Facility Rental/User Fees
10	Federal F&A (Indirect Costs)
11	Other Costs
15	Total Budget
16	Estimated current obligated funds
17	Carryover I will be requesting
18	New funding request
19	Total Requested for next budget period
20	Food Protection Task Force Budget Comments (Use Alt+Enter for new line if desired)

Dates covered by this report:

Reporting Period Start Date:	
Reporting Period End Date:	

Summary of Progress

FPTF Official's Name:

FPTF Mission:

FPTF Annual Goals:

FPTF Annual Objectives:

Provide a description of the FPTF structure and leadership:

Provide a description of the FPTF membership:

Task Force Meeting Details - Attach copies of agendas to

Meetings:	
Trainings:	
Workshops:	

Describe the meeting or training type (webinar, face to face, etc

Describe and list the number of attendees represented per meet and territorial human and animal food (HAF) protection, public h academia, and consumers):

Evaluations of Accomplishments and Outcomes

Describe what went well (success stories and lessons learned):

**Describe how the FPTF promoted the integration of an efficient s
protection of public health:**

Describe the FPTF efforts to foster communication, education ar
Describe what could be done better:

Describe what could be done to improve the outreach activity ev

Meeting(s) Evaluation You may submit MFRPS Appendi

Describe the discussions and decisions resulting from these activ
including the replicability across other state task forces:

Description of integrated activities (e.g. networking, tabletop ex inspection resources, training, information sharing, statewide ne

Identification of any issues encountered during the implementat ordinances:

Describe any resources and tools developed by the FPTF to meet forces and stakeholders:

Terms and Conditions for FPTF funding track (as applicab

**All conference material (promotional materials, agenda, publica
an acknowledgement of FDA grant support and a disclaimer stat
possible [in part] by [insert grant number] from [insert FDA nam
publications and by speakers and moderators do not necessarily
and Human Services; nor does mention of trade names, commer
U.S. Government."**

**Changes in key task for personnel must be reported. Recipients s
James.Betz@fda.hhs.gov, Jocelyn Ramos Project Officer of the F
Giesen, Project Officer of Food Protection Task Force Program at
Grant Specialist of the FFM Program at, Gordana.Zuber@fda.hhs**

Additional Narrative

(Optional) Describe any ongoing concerns, problems, or program

(Optional) Anything else you would like to report related to you

greement Program Report Form

FRPS award information on the MFRPS page. You should only complete this evelopment, RRT Maintenance, or PC Expansion please complete the page

n for activities related to your FPTF award ONLY in the fields provided

e within a text box if desired. **For questions regarding this form, contact am Managers, James.Betz@fda.hhs.gov and**

RRT
nt Track

Complete RRT Maintenance Track

Complete PC Expansion Track

FPTF

Total Budgeted	Expended to Date	Total Projected Expenses
$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
$0.00	$0.00	$0.00

$0.00	$0.00	$0.00
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$0.00	$0.00	$0.00
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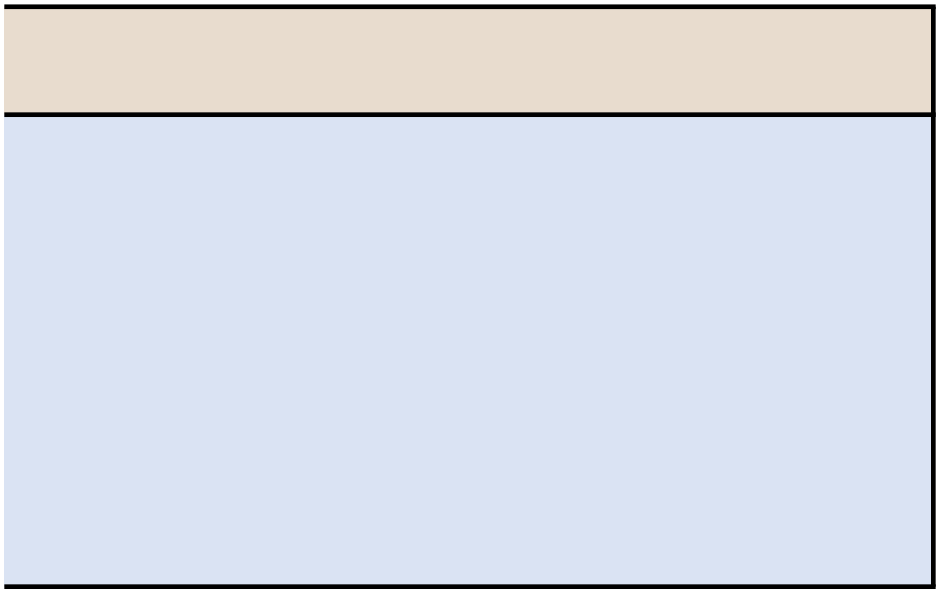

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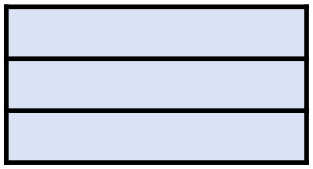

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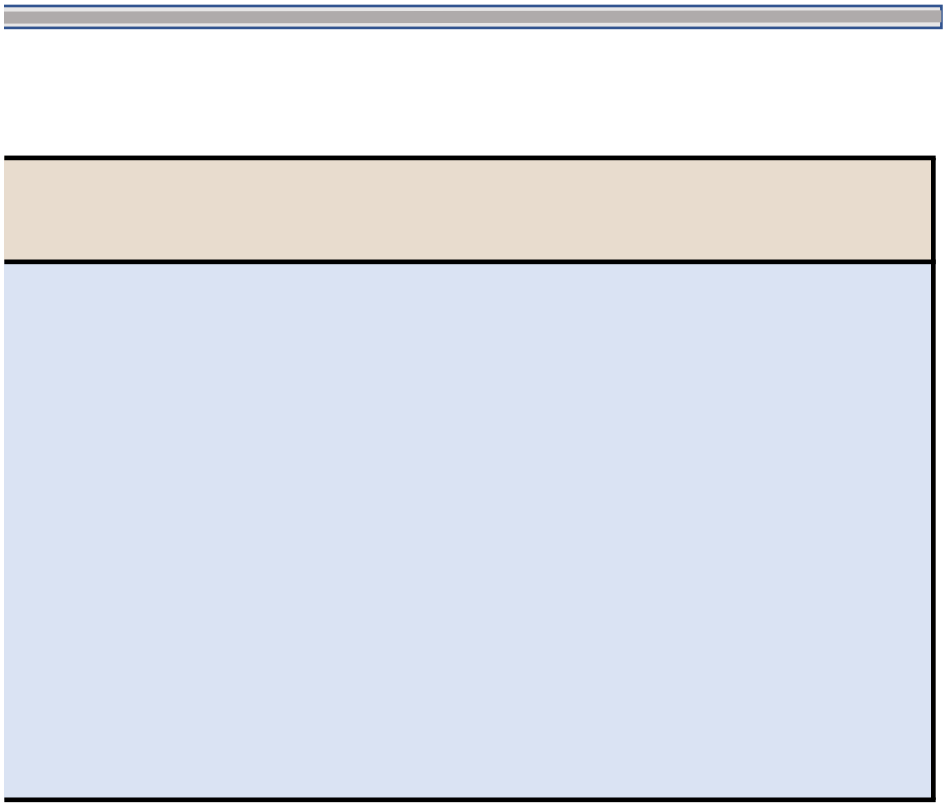
ting, training or workshop (e.g., federal, state, local, tribal
health, agriculture and regulatory agencies, retail, industry,



statewide HAF protection system that maximized the

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x 7.2 form(s) if completed

vities (e.g. reports, recommendations, questions, etc.)

ercises, development of food safety, food defense and eeds assessments, etc.):
tion and/or adoption of FSMA or other rules, codes, and
t their goals and objectives for sharing with other task

ole)

tions and internet sites) related to this project must include
ting the following: “Funding for this conference was made
e]. The views expressed in written conference materials or
reflect the official policies of the Department of Health
rcial practices, or organizations imply endorsement by the

shall notify James Betz, Project Officer of the FFM Program
FM Program at Jocelyn.Ramos@fda.hhs.gov, cc Graham
Graham.Giesen@fda.hhs.gov, and cc Gordana Zuber,
s.gov.

n successes here:

r FPTF Report that is not reported elsewhere on this form:

Office of Partnerships Cooperative Agreement Program Report For
Budget Summary

Budget information from the individual track pages will be added together here. **If you wish to edit the budget information you individual track page(s).**

For questions regarding this form, contact ORAOPDataHub@fda.hhs.gov; for questions regarding the budget contact Pro james.betz@fda.hhs.gov and jocelyn.ramos@fda.hhs.gov.

End of Year Budget Summary

	Expenses	Total Budgeted	Expended to Date
1	Total Salary, Wages, and Fringe Benefits	$0.00	$0.00
2	Equipment	$0.00	$0.00
3	Travel	$0.00	$0.00
4	Materials and Supplies	$0.00	$0.00
5	Publication Costs	$0.00	$0.00
6	Consultant Services	$0.00	$0.00
7	ADP/Computer Services	$0.00	$0.00
8	Subawards/Contractual Costs	$0.00	$0.00
9	Equipment/Facility Rental/User Fees	$0.00	$0.00
10	Federal F&A (Indirect Costs)	$0.00	$0.00
11	Other 1	$0.00	$0.00
12	Other 2	$0.00	$0.00
13	Other 3	$0.00	$0.00
14	Other 4	$0.00	$0.00
15	Total Budget	$0.00	$0.00

16	**Estimated current obligated funds**	$0.00	
17	**Carryover I will be requesting**	$0.00	
MFRPS Budget Narrative:		0	

RRT Development, Gen 5 Budget Narrative:	0
RRT Maintenance Budget Narrative:	0

PC Expansion Budget Narrative:	0
Food Protection Task Force Budget Narrative:	0

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ogram Managers,

Total Projected Expenses
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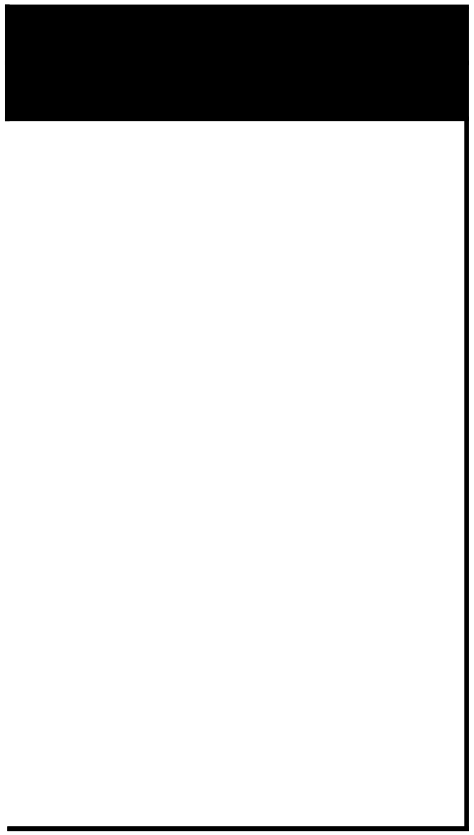
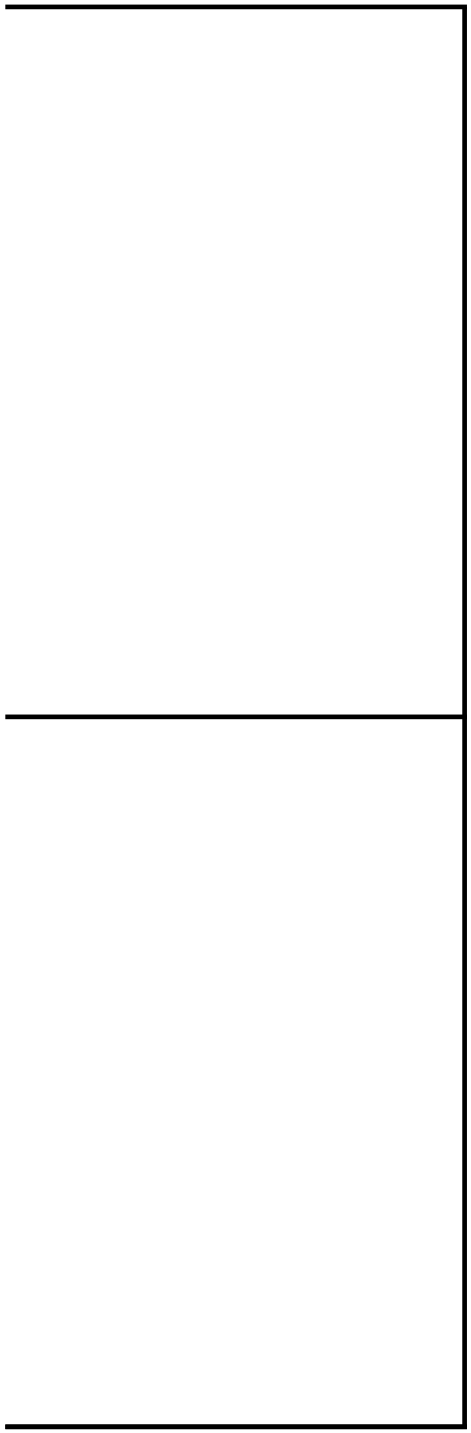
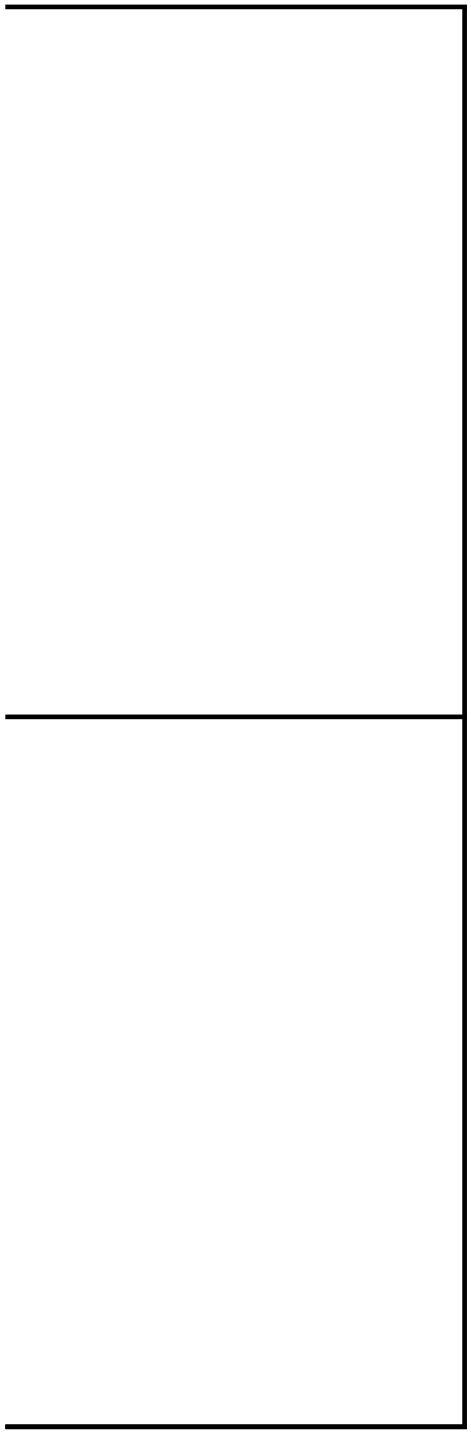






The following page(s) labeled as "Print[Track]" are offered as an option for you to print your repo

You will not be able to edit these pages as they are is linked to the cells for your action report on page. If you wish to edit any of the information displaying on a print page please do so on the co

AFTER you enter your action report information on the applicable track page, go to the correspo rows by clicking on the grey row numbers on the left hand side of the excel window and draggin you want to expand. Double-click to resize highlighted rows to show all text. If all text still does r adjust the row by clicking and dragging the bottom of the grey number tab for that row.

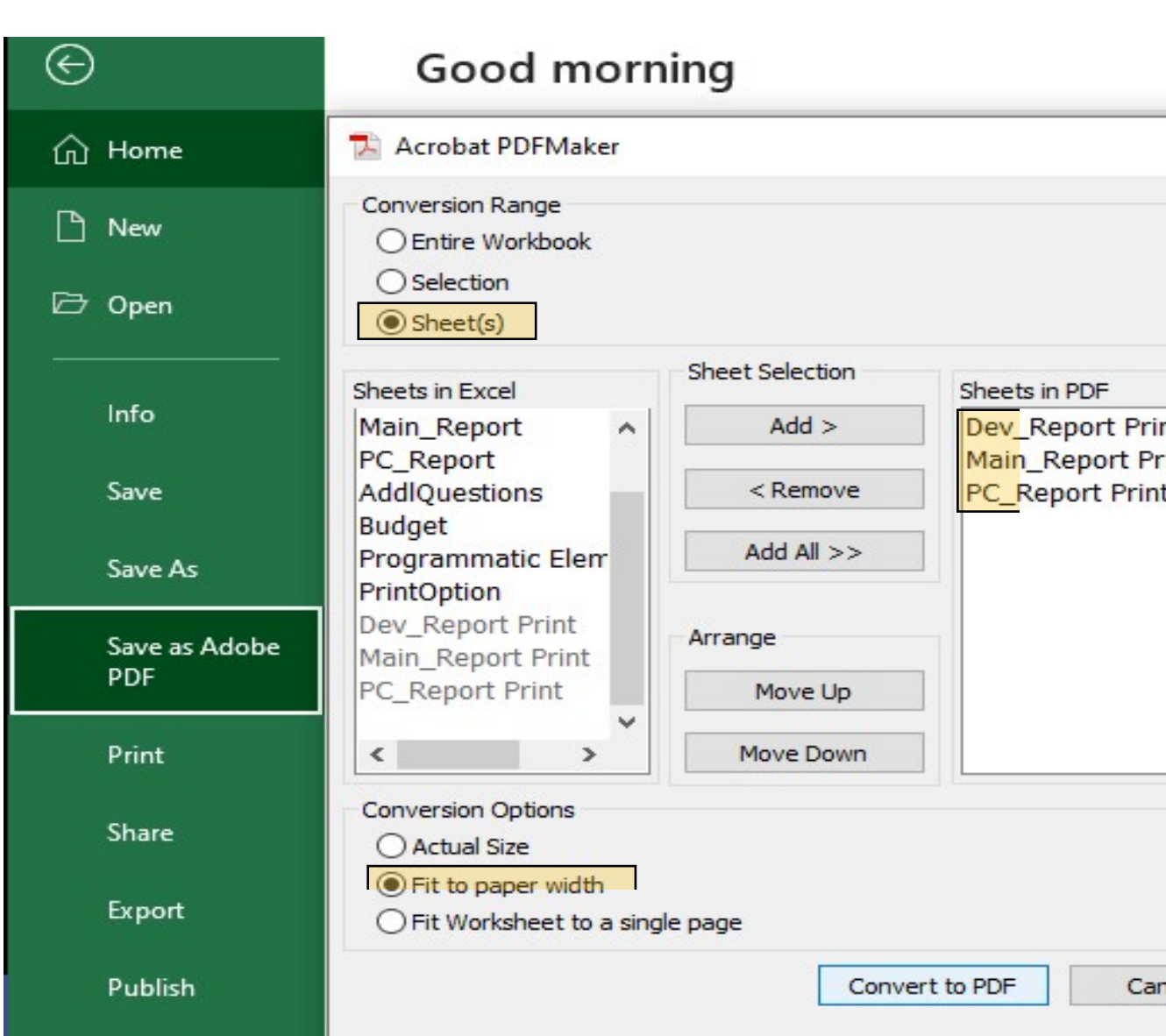
Note: If you reach the maximum row height you will need to shorten your response for it to disp

You can covert to pdf using one of two options:

1. File> Save as Adobe PDF > choose option to Fit to Paper Width (see Figure 1) and ensure the s are showing under the Sheets in PDF field> Convert to PDF. Selecting sheets in this workbook tha pages is not recommended.

2. File> Print > choose Adobe PDF as printer and leave Settings as Print Active Sheets only (see Fi choose Fit All Columns on One Page > Print. Printing the entire workbook is not recommended.

Printing or converting to pdf, either, the entire workbook or tabs not labeled for printing, will res do not display well.



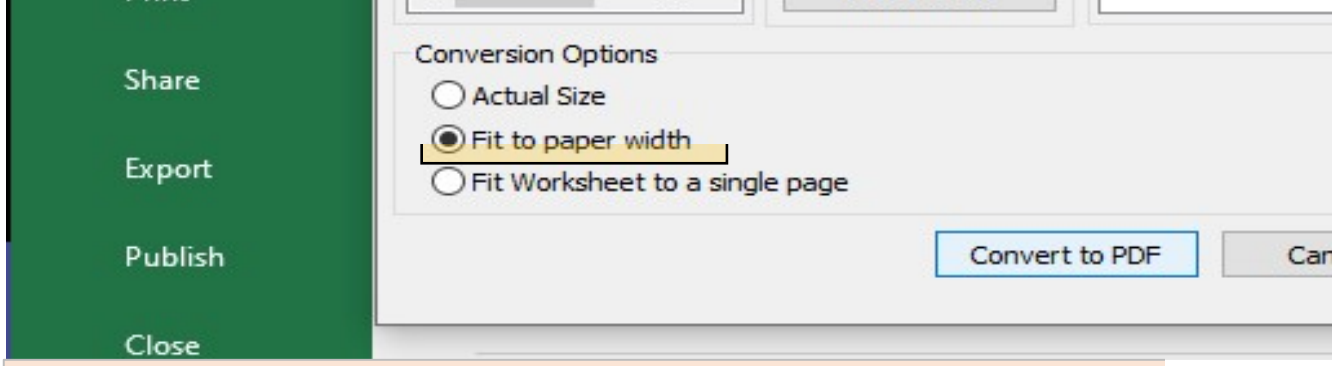


Figure 1. Save as Adobe PDF

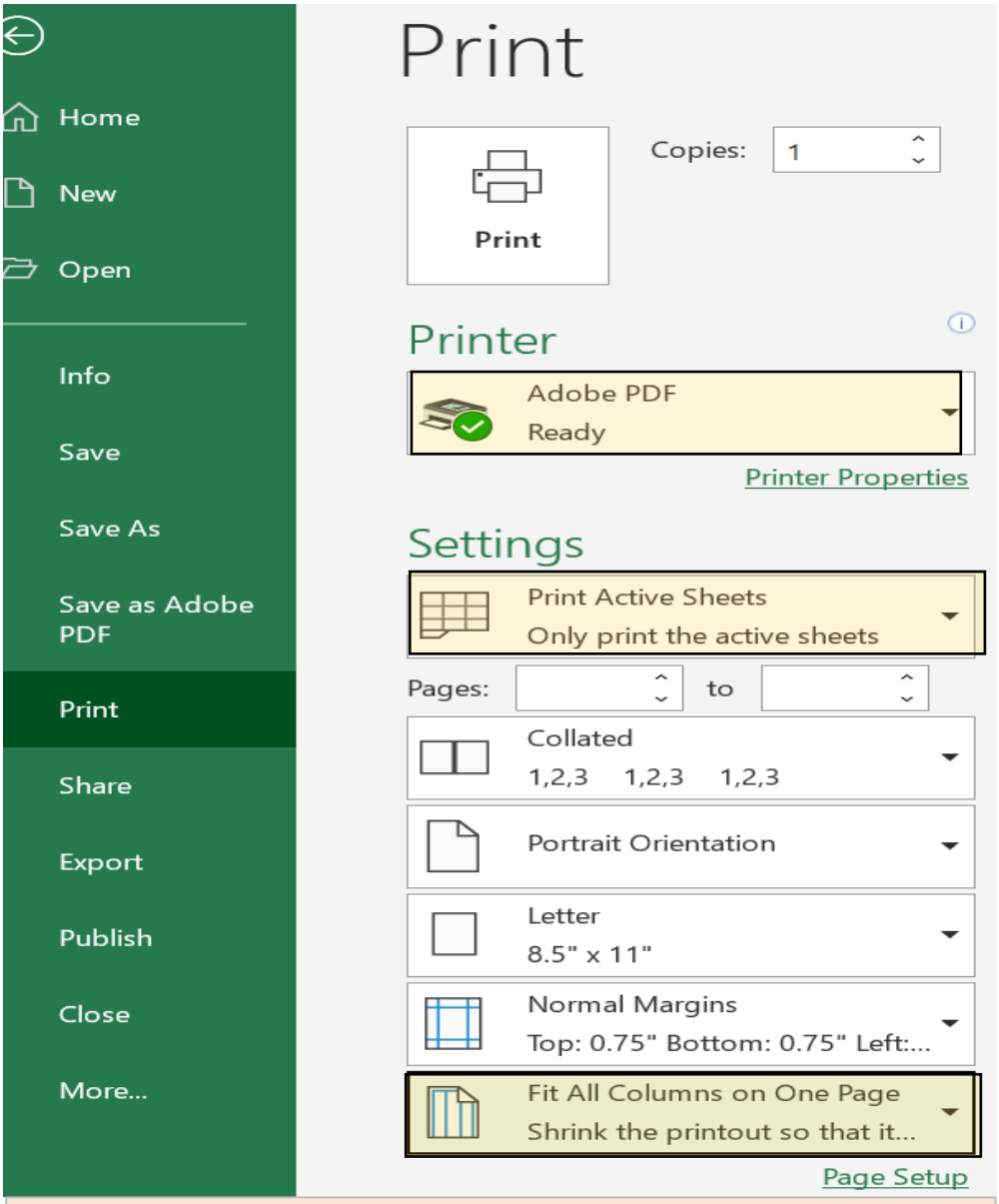


Figure 2. Print to PDF

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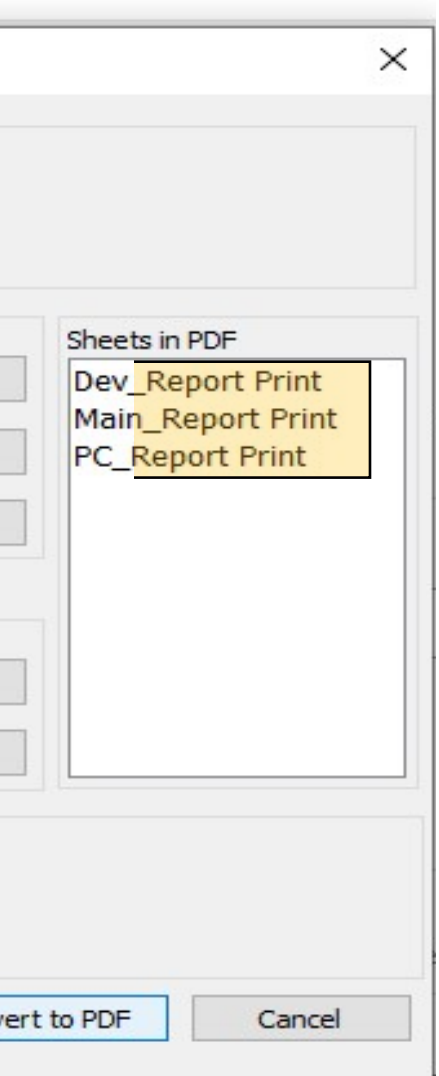

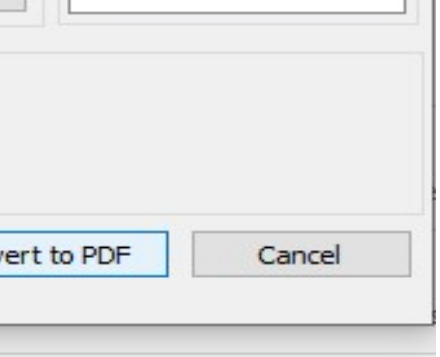
ert to PDF
Cancel

Select

Program Narrative

MFRPS Outcome 1

State manufactured food regulatory programs will achieve implementation and maintain conformance with the MF

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

MFRPS Outcome 2

Provide the FDA the foundation for pursuing regulatory action based upon the findings of State manufactured food and efficiently protect public health.

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

MFRPS Outcome 3

Develop strategies for achieving implementation and maintaining conformance with the MFRPS that can be replicat

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

MFRPS Outcome 4

If applicable, provide sample collection for the state laboratory to maintain ISO 17025 accreditation, to support cap

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

MFRPS Outcome 5

Annual Report Updates:

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

MFRPS Objective 1

Provide an approved exit strategy of sustainability for the MFRPS by the fifth year of funding under a MFRPS cooper MFRPS.

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

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Year 1 Goals

RRT Development/ Documentation/ Collaboration

Hiring and placement of all proposed staff proposed in the application by no later than the end of the year.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Follow the RRT Capacity Building Process and Mentorship Framework.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Demonstrate that all major elements of Phase 1 of the RRT Capacity Building Process and Mentorship Framework have bee office/program participating and rapidly/proactively sharing foodborne illness outbreak data with the RRT in order to facili

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Hold at least quarterly meetings (can be face to face or virtual) of the RRT that include identified RRT member agencies (e.g

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Hold at least two joint face-to-face meetings (see Phase 1 of the RRT Capacity Building Process and Mentorship Framework along with appropriate senior FDA District managers/staff.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Identify and implement information technology (IT) solutions to identified collaboration challenges, where appropriate.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Actively participate in a web-based introductory meeting organized by the FDA OP in the first quarter.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the bienn InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InF

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Assessment

Complete the Capability Assessment Tool (CAT) and develop an improvement plan based on the results of the assessment.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as a

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Implementation/Exercise

None for Year 1.

RRT Sustainability

Start the sustainability planning process and provide updates in progress reports. See Sustainability section in Phase 1 of th

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT P Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/ Program activities identified by the OP.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Year 2 Goals

RRT Development/ Documentation/ Collaboration

Follow the RRT Capacity Building Process and Mentorship Framework.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Demonstrate that all major elements of Phase 2 of the RRT Capacity Building Process and Mentorship Framework have bee

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Maintenance of RRT member agency relationships via routine meetings.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Incorporation of all RRT member agencies (including non-funded agencies) in the RRT Training Plan.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Progress in two or more of the following areas of focus for the RRT Training Plan (see Phase 2, RRT Capacity Building Proces progress/ensuring continuing education.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Demonstrate improvement of core capabilities in areas of need, as identified in the assessment conducted in year one.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the bienn InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InF

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Conduct at least one presentation (oral or poster) about the development the RRT or documenting a specific RRT investigat

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Assessment

Complete the CAT and develop an improvement plan based on the results of the assessment.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as a

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Implementation/Exercise

Complete after action reviews and summary reports in a timely way for exercises and responses to significant real incidents incorporated into an improvement plan or into future trainings, as applicable. After action reviews/reports should include a and state food/feed regulatory program notification and implementation of effective control measures; but ideally inclusive Indicators are recommended.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Complete summary reports of significant RRT investigations, successful prevention efforts, or other RRT actions taken to pro from the FDA RRT webpage. If the Recipient's attempts to post these reports to a public webpage are fruitless, we will acce

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Demonstrate continued improvement in the RRT's capability to perform tracebacks and successful use of at least one other

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Conduct at least one planned, joint exercise that includes federal and state partners. The exercise must include ICS element

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Sustainability

Undertake efforts to establish contingency plans for or increase the sustainability of current resources solely funded under IT systems and other technologies to state funds. Ideally, by the end of the project period, the RRT budget should demonstr RRT, and that RRT grant funds are being used to support collaborative, high-impact, national level efforts for improving or i

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT P Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/ Program activities identified by the OP.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Year 3 Goals

RRT Development/ Documentation/ Collaboration

Follow the RRT Capacity Building Process and Mentorship Framework.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Develop Written SOPs: Please prioritize development of Communications, Traceback, Joint Inspections/Investigations, Envi multiple RRT member agencies/partners share responsibility for a capability, the RRT should pursue either a joint plan/proc

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Establish a Training Plan: Demonstrate incorporation of all RRT member agencies (including non-funded agencies) in the RR and cross-agency), and tracking progress/ensuring continuing education

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Create a Standardized Response Structure: Identify ICS Structure(s) (including Unified Command and trigger points for activ

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Demonstrate improvement of core capabilities in areas of need, as identified in the assessment conducted in year two.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Attend an annual face-to-face meeting of the RRT States and the FDA Headquarters and District Offices, as well as the bienn
InFORM years (a minimum of 2 key personnel for the RRT Annual Meeting and at least 1 person representing the RRT to InF

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
Conduct at least one presentation (oral or poster) about the development the RRT or documenting a specific RRT investigat

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
RRT Assessment
Complete the CAT and develop an improvement plan based on the results of the assessment.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as a

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RRT Implementation/Exercise

Complete after action reviews and summary reports in a timely way for exercises and responses to significant real incidents
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[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
RRT Sustainability

Undertake efforts to establish contingency plans for or increase the sustainability of current resources solely funded under
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RRT, and that RRT grant funds are being used to support collaborative, high-impact, national level efforts for improving or i

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT I
Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/
Program activities identified by the OP.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Special Project Goals

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

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aintenance
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RRT Maintenance Goals

RRT Maintenance and Continuous Program Improvement
(All Sub-Parts Required for all RRTs)

Operate within Phase 3 of the RRT Capacity Building Process & Mentorship Framework. Please describe activities/special pr the following key areas of Phase 3.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Maintain a Written Framework: Describe updates to existing SOPs/creation of new SOPs, efforts to coordinate SOPs among Data Management System (e.g., FoodSHIELD) for use by all RRT member agencies, as needed/appropriate. There will be at l

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Execute the Training Plan: Describe efforts to provide/procure training opportunities for the RRT according to the RRT traini Metrics/Demonstrated Preparedness, 7-8).

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Maintain and Coordinate the Team: Demonstrate routine engagement of core RRT member agencies/partners (state food r core RRT team, RRT steering committee or equivalent, as well as scheduled face to face meetings with all RRT members (an

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Equip the team: Describe efforts to procure the equipment and supplies necessary to support the RRT during investigations equipment/supplies (see the RRT CAT, Metrics/Demonstrated Preparedness, 9).

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Exercises: The state food regulatory program (RRT Recipient) and relevant RRT member agencies/partners (at a minimu Incident Action Plans) every grant year (see the RRT CAT, Metrics/Effective RRT Responses, 10). Additionally, at least one ex stakeholders as appropriate (e.g., emergency managers, law enforcement, etc.).

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Improvement plan: Provide examples of accomplishment of past RRT CAT Improvement Plan (goal 1.C) and RRT exercis improvement plan items may also be integrated with a MFRPS improvement plan, if desired by the RRT.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Conduct an after action review and complete subsequent documentation requirements for all RRT exercises, responses and after action report (AAR) and improvement plan in the secure RRT Program Workgroup in FoodSHIELD or the AAR Module (

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Key issues/items identified during after action reviews related to team performance should be incorporated into an improv

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

After action reviews/reports should include a calculation and assessment of the time intervals between key response activit effective control measures; but ideally inclusive of lab and epi activities as well, where applicable). Note: An annual exercise

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Complete/submit the CAT via FoodSHIELD; and 2) develop/submit an improvement plan based on the results of the assessm

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Participate in a workgroup to revise the CAT according to the goals outlined in the 2018-2022 RRT Program 5 Year Plan (as a

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Submit a Sustainability Assessment, which describes the following: 1) Resources critical to RRT operations and program mai RRT funds cease. Ideally, the RRT budget should demonstrate that support for RRT operations/maintenance is diversified (s not federal, funds.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

RRT Innovation, Integration, and National Capacity/Capability Development
(Level 3 RRTs: Must Have 2 Distinct Projects Per Year; Level 2 RRTs: Must Have 1 Project Per Year; Level 1 RRTs: No Requirem Several national groups, including the Partnership for Food Protection (PFP), the Council to Improve Foodborne Outbreak R CIFOR and CoEs in these areas is encouraged.

Mentor a voluntary RRT (must be assigned by the FDA Office of Partnerships (OP)) in RRT development as per the RRT Capa

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Develop and execute an inter-RRT project/collaboration, aimed at any RRT-related topic of mutual interest. Examples inclu response or prevention, training, exercise, data sharing), and working with relevant partners to propose outreach, educatio

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Develop and execute a specific project aimed at enhancing/improving collaboration with local health departments during R management, which partners meet this criterion will largely depend on how your RRT is structured). Suggested activities inc communication/collaboration structures and processes for inclusion in RRT SOPs.

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Develop and execute a training-related project, such as
[Replace the examples below 2.D.1.-2.D.4. with your program's activities as applicable].

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Developing/hosting/sponsoring trainings, such as a seminar series, webinar or classroom-based trainings (especially those t

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Hosting a training for your own RRT and opening it up to other RRTs (encouraged courses are: ER220, ICS305 and other food

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Utilizing a train-the-trainer approach to bring training to under-reached groups (e.g., aseptic sampling, tracebacks, environm

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Providing trainings (as described above) to non-RRT states by advertising availability of personnel who can travel (especially

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
**Participate in individual, multi-state or national initiatives to undertake innovative approaches to response and/or create a
program's activities as applicable].**

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

**Use of emerging/new technology or use of existing technology in a new way, piloting a new process or innovative elements
between agency notification of an incident and implementation of effective control measures.**

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please
**On-site evaluation of a "high risk" (as identified under MFRPS Standard #3) food, commodity, or specific type of producer, r
additional insights into how food may become contaminated within the farm to fork continuum (non-retail point of service
HACCP and/or CARVER + Shock approach. Results should be documented in the form of a final report, programmatic paper,**

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

**Creation of coordinated district-state surveillance (sampling) assignments for products and contaminants of concern. Assign
compliance action throughout all components of the assignment. Assignments should be targeted (e.g., risk-based; aimed a
complement or augment, but not be duplicative of, other cooperative agreement requirements held by the laboratory (e.g.**

Establishing functional SME resources, accessible remotely and in real-time to provide SME input for specific types of invest

Gathering and Sharing Data to Support Prevention
(3.C. is Required for all RRTs; Level 3 RRTs: Must Have 1 Project Per Year Selected From Other Sub-Parts; Level 1 & 2 RRTs: N
Address gaps in procedures or training necessary to support conducting environmental assessments (assessments geared at

**Share investigation findings with industry, or work with relevant partners to propose recommendations for industry or othe
guidelines/best practices or other resources to industry, publishing articles in trade journals, leveraging state Food Protecti**

**Work with RRT member agencies/partners to capture and report environmental assessment data to national reporting syst
human foodborne illness outbreak. Use of the FDA Environmental Assessment Process Overview in conducting environmen**

Work with RRT member agencies/partners to capture and report environmental assessment data to CDC's National Environ

**Collaborate with regulatory partners to suggest and implement prevention-focused improvements in routine inspection an
or protocols, implementation of or changes to surveillance sampling schedules, revision of sampling protocols, and changes**

Communicating RRT Impact
(All Sub-Parts Required for all RRTs)

Conduct at least two presentations per year (oral or poster) documenting a specific RRT investigation or other activity and s presentation cannot count as your regional/national meeting presentation).

Present at least once per year on the national RRT monthly teleconference and present a poster at the national RRT face to

Prepare and post at least one report per year of a significant investigation, successful prevention effort, or other RRT action the FDA RRT webpage. RRT authorship on a peer reviewed journal article is acceptable for this goal.

For each revision cycle of the RRT Manual, participate in at least one aspect of RRT Manual revision. Options include: reviev (at least 1 committee). This goal may not be applicable during each year of the cooperative agreement (i.e. RRT Manual revi

Annual Requirement: In addition to meeting the yearly goals, Recipients must participate in initiatives supporting the RRT P Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years), and the Regional PulseNet/ Program activities identified by the OP.

Special Project Goals

[Replace bracketed text with your response]

Select

PC Expansion
Program Narrative

PC Expansion Performance Elements

PC Expansion Outcome 1

IT infrastructure such as additional resources, support or IT-data exchange development/implementation (i.e. National Food S

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

PC Expansion Outcome 2

If NSFDX and ORAPP functionalities are already implemented by your state, funds can be used for training auditors a

Mid-Year Progress Report

End of Year Progress Report

[If this Performance Element was reported as complete at your Mid-Year Report and no additional updates are needed please

Select

FPTF

Program Narrative

Dates covered by this report:

Summary of Progress

FPTF Official's Name:

FPTF Mission:

FPTF Annual Objectives:

Provide a description of the FPTF structure and leadership:

Provide a description of the FPTF membership:

Task Force Meeting Details - Attach copies of agendas to your email submission

Meetings:

Trainings:

Workshops:

Describe the meeting or training type (webinar, face to face, etc.):

Describe and list the number of attendees represented per meeting, training or workshop (e.g., federal, state, local, tribal and

Evaluations of Accomplishments and Outcomes

Describe what went well (success stories and lessons learned):

Describe how the FPTF promoted the integration of an efficient statewide HAF protection system that maximized the protecti

Describe the FPTF efforts to foster communication, education and outreach:

Describe what could be done better:

Describe what could be done to improve the outreach activity event:

Meeting(s) Evaluation You may submit MFRPS Appendix 7.2 form(s) if completed

Describe the discussions and decisions resulting from these activities (e.g. reports, recommendations, questions, etc.) includin

Description of integrated activities (e.g. networking, tabletop exercises, development of food safety, food defense and inspect

Identification of any issues encountered during the implementation and/or adoption of FSMA or other rules, codes, and ordin

Describe any resources and tools developed by the FPTF to meet their goals and objectives for sharing with other task forces a

Additional Narrative

(Optional) Describe any ongoing concerns, problems, or program successes here:

(Optional) Anything else you would like to report related to your FPTF Report that is not reported elsewhere on this form: