**Federal Award Identification Number**

**Recipient Name**

**The FDA's Cooperative Agreement Program for States and Territories to Implement a National Produce Safety Program Project Period: 20XX-20XX**

# Project Plan

The *Project Plan* is the documentation of your plans and key tasks for each applicable Program Objective; as well as key accomplishments for each applicable Program Objective. Although the format provided is compartmentalized, your plan should “tie together” and be reflective of your jurisdiction’s *Assessment*.

Below is the suggested *Project Plan* outline; yellow highlight indicated data entry spaces. Changes to the *Project Plan* throughout this cooperative agreement must be tracked and explained in this document.

## Program Overview

A statement with the program’s mission and vision. Summarize the expected outcomes of the project.

Enter data

## Program Objectives

### Objective 1: Program Documentation

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
| Enter data |  |  |  |  |
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**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 2: Program Administration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Title** | **Name/Vacant** | **Calendar months funded by CAP** | **Responsibilities** (Oversight/Manager/Supervise/Farm Inventory/Inspector/Administrative/Education Outreach/Other) |
| Enter data | Enter data | Enter data | Enter data | Enter data |
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**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
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**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 3: Education, Outreach and Technical Assistance

The plan should address how your jurisdiction will provide education to all non-exempt covered farms subject to the Produce Safety Rule; and to also provide education to all farms that are 1) Qualified Exempt and 2) Farms growing covered produce with up to $25,000 of produce sales. Additionally, plans and accomplishments for education activities; outreach activities; and technical assistance activities should be distinct from one another. Your Assessment should guide your plans for education activities; outreach activities; and technical assistance activities within your jurisdiction.

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
| Enter data |  |  |  |  |
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| Enter data |  |  |  |  |

**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 4: Farm Inventory

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
| Enter data |  |  |  |  |
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| Enter data |  |  |  |  |

**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 5: Inspection Program

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
| Enter data |  |  |  |  |
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**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 6: Compliance and Enforcement Program

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
| Enter data |  |  |  |  |
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**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

### Objective 7: Produce Related Event Response Planning and Implementation

**Overall Plans:** Enter data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Milestone/Task** | **Planned Start Date** | **Responsible Party** | **Planned Completion Date** | **Status**  (not started/delayed/in-progress/completed/abandoned) |
| Enter data | MM/YYYY | Name and/or Title | MM/YYYY | Not started/delayed/in-progress/completed/abandoned |
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**Key Accomplishments (listed/bulleted) and should directly correlate to plans/goals:**

**Year 1:**  Enter data

**Year 2:** Enter data

**Year 3:** Enter data

**Year 4**: Enter data

**Year 5**: Enter data

# Budget Review

Utilize the excel Budget Tracker template to document your Budget. The Budget should be reviewed at least quarterly. This table should be used to document the review.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Reviewed Date/Initials/Notes** | **Reviewed Date/Initials/Notes** | **Reviewed Date/Initials/Notes** | **Reviewed Date/Initials/Notes** |
| **Jul 1 2021- Jun 30 2022** | Enter data | Enter data | Enter data | Enter data |
| **Jul 1 2022- Jun 30 2023** | Enter data | Enter data | Enter data | Enter data |
| **Jul 1 2023- Jun 30 2024** | Enter data | Enter data | Enter data | Enter data |
| **Jul 1 2024- Jun 30 2025** | Enter data | Enter data | Enter data | Enter data |
| **Jul 1 2025- Jun 30 2026** | Enter data | Enter data | Enter data | Enter data |