Office of Domestic Partnerships Cooperative Agreement Program Report Form

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

NOTE: Each Budget year the Mid-Year Report is due 30 days after the calendar quarter ends, Annual Report is due 60 days before the budget year ends.

In the final year of the CAP, the Annual Report is replaced by the Final Progress Report and will be due 120 days after the budget year end. The Final Progress Report will include a summary of all 5 years of the CAP.

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

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

For questions related to accomplishments of objectives, please contact Technical Leads. Questions regarding this form or budget can be addressed by Program Officials.

Upon completion, E-mail your final excel file to your Project Managers, Partnership Coordination and Integration Specialist (PCI), and PSSDataHub@fda.hhs.gov .

Recipient Name	Select			
Federal Award Idenification Number				
Report	Mid-Year Report	Annual Report	Final Report	Date Received
Date Completed				

Project Period Start Date	
Project Period End Date	
Budget Period Start Date	
Budget Period End Date	
RRT Track Awarded	Select
If RRT Development; Year	Select
RRT Subaward Awarded	Select

Principal Investigator (PI)	
PI Email	
PI Phone	
RRT Coordinator Name	
RRT Coordinator Email	
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	

**Note any necessary changes to PI information above should be communicated as described in your NOA.*

Office of Domestic Partnerships Cooperative Agreement Program Report Form

START - complete this page if you are participating in the **IRT Development track**. If you are participating in the IRT Maintenance track please complete the IRT_Main page.

Use this form to report on your progress towards achieving your IRT's goals and objectives as outlined in your approved Work Plan. Please report on your status, progress, outputs, and learning activities implemented in the applicable reporting year (**annual/semi-annual or final**) as well as cumulatively since your award start date.

Inputs are provided for both your Mid-Year and Annual/Final Progress Report Updates. At the Mid-Year you need only complete the yellow sections for your submission. At the Annual/Final Progress report use the brown sections under any updates to the fields entered for your mid-year/Final Progress Report and submit the complete file.

You have limited text, only as much the space provided. "Hit Enter" will return a new line within a text box. If it does not. **For questions related to accessibility/limits of objectives, please contact PPIs. Questions regarding this form or budget use the additional/Program Manager.**

Key Definitions:
Outputs are immediate or events/benchmarking progress achieved over the course of the project period.
Outcomes are primary, sigificant, positive, or negative that will result from executing your award.

Mid-Year Report	Annual/Final Report

IRT Reviewer(s) comments/on-on Progress Narratives:

Do I need to complete this page? - Please submit your Recipient Name, Track, Year (if IRT Development track), and Subsequent responses on Count sheet tab to aide IRT this response.

Grant Year: | **IRT Development track:** | Note: In the IRT Progress Narrative table below those cell contain instructions for responses. Please refer to updates for current track.

Mid-Year and Annual/Final Budget Report

Note: Enter the Budgeted, Expended, and Projected Expenses for the Mid-Year and Annual/Final Reports in the appropriate columns. Please provide explanations for any significant changes in the budget.

	Expenses	Mid-Year Total Budgeted	Annual/Final Total Budgeted* (Must match Total Budget Section from Budget Tab)	Mid-Year Expended to Date (Cumulative)	Annual/Final Expended to Date (Cumulative)	Mid-Year Projected Expenses* (Cumulative projected expenses for the remainder of the project period)	Annual/Final Projected Expenses* (Total costs of activities/items for budget period end)
a	Total Salary, Wages, and Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
b	Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
c	Travel	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
d	Materials and Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
e	Publication Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
f	Consultant Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
g	ADP/Computer Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
h	Subaward/Contractual Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
i	Equipment/Facility Rental/User Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
j	Federal F&A (Indirect Costs)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
k	Other 1 (Explain only in selected text)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
l	Other 2 (Explain only in selected text)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
m	Other 3 (Explain only in selected text)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
n	Other 4 (Explain only in selected text)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
o	Total Budget	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
p	Estimated current obligated funds	$0.00	$0.00				
q	Carryover / no/flex requesting	$0.00	$0.00				
r	New funding request	$0.00	$0.00				
s	Total Requested for next budget period	$0.00	$0.00				
		Mid-Year Report Comments:		Annual/Final Report Comments:			
20	Additional Budget Comments (Use shift+Enter for new line if desired)						

Mid-Year and Annual/Final Personnel Report

	Name (Optional, Recommended)	Title	Project Role	Total Project Effort (Provide total / timeline effort for entire project period)	Mid-Year Funded (If available and / timeline effort for entire current project period)	Annual/Final Personnel Report: Select appropriate response	Personnel Changes?* (Indicate if there were changes in personnel or significant changes in existing responsibilities described in the Work Plan)	Explanation for significant personnel changes
1						Select		
2						Select		
3						Select		
4						Select		
5						Select		
6						Select		
7						Select		
8						Select		
9						Select		
10						Select		
11						Select		
12						Select		
13						Select		
14						Select		
15						Select		
16						Select		
17						Select		
18						Select		
19						Select		
20						Select		

*If adding or removing personnel please update their name, title, project role, months of Effort and Funding.

	Mid-Year Personnel Report	Annual/Final Personnel Report
Additional Personnel Comments		

Mid-Year Report
Mid-Year Report: IRT Cohort/partner training issues or concerns, and proposed solutions:

Annual/Final Progress Report
Annual/Final Progress Report: IRT Cohort/partner training issues or concerns, and proposed solutions:

Do I need to complete the Year 1 Goals table? - Please submit your Recipient Name, Track, Year (if IRT Development track), and Subsequent responses on Count sheet tab to aide IRT this response.

	Year 1 Goals	Mid-Year Report Recipient Self-Reported Status (Select)	Mid-Year Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Mid-Year Report IRT Reviewer Status	Mid-Year Report IRT Reviewer Comments	Mid-Year Report IRT Reviewer Designation	Annual/Final Report Recipient Self-Reported Status (Select)	Annual/Final Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Annual/Final Report IRT Reviewer Status	Annual/Final Report IRT Reviewer Comments	Annual/Final Report IRT Reviewer Designation
a								IRT Development/ Documentation/ Collaboration			
Goal 1.a.	Using annual Outcome Goals and Self-Assessments, the IRT will review progress against its Work Plan objectives and timelines at least annually.	Select		Select		Select	Select		Select		Select
Goal 1.b.	Annually participate in a multi-day/all-hands in-person meeting with the Office of Domestic Preparedness (ODP), FEMA, and other relevant IRT grantees/awardees, to discuss and share lessons learned, best practices, and cross-cutting issues.	Select		Select		Select	Select		Select		Select
Goal 1.c.	Follow the IRT Capacity Building Process and Standardized Framework.	Select		Select		Select	Select		Select		Select
Goal 1.d.	Demonstrate Overall Success (major elements of Phase 1 of the IRT Capacity Building Process and Standardized Framework) and Lessons Learned (what worked well and what did not work well)	Select		Select		Select	Select		Select		Select
Goal 1.e.	IRT Partners and Stakeholders, the IRT Lead demonstrate Timeliness in Implementation Plan of Activities and Milestones (Including Updates/Changes) (Implementation Plan, Updated Project Management Office), Advisory, Lessons Learned, IRT Pilot Partners (Emergency Response Stakeholders) Meetings, Workshops, Conferences, Exercises, Planning Meeting Guidelines (Annual Work Plan Updates) and Corrective Actions (Lessons Learned Investigations).	Select		Select		Select	Select		Select		Select
Goal 1.f.	Hosting (for the entire cohort) of, virtual IRT Implementation Workshops (Including Updates to the Work Plan) to Identify Best Practices Manual, IRT Standardized Playbook™ Process/Methodologies.	Select		Select		Select	Select		Select		Select
Goal 1.g.	Hold at least quarterly meetings (via the Zoom for Gov platform) with IRT Partners and Stakeholders (as needed) regarding (e.g., current Work Plan Activities, Other Initiatives, and Annual Plans).	Select		Select		Select	Select		Select		Select
Goal 1.h.	Hold at least two (per Phase 1) Data Challenges (as Phase 1 of the IRT Capacity Building Process and Standardized Framework) to Test Data Sharing Capabilities (between Stakeholders) (including Cross-Functional agency representatives, Jurisdictional Partners, and Private Sector Partners) and Identify Gaps and Vulnerabilities (with, using both Non-Live Simulated Data and Live Data).	Select		Select		Select	Select		Select		Select
Goal 1.i.	Identify and implement Information Technology (IT) security controls (IRT), collaboration challenges, and/or opportunities.	Select		Select		Select	Select		Select		Select
Goal 1.j.	Use the IRT Foundational Cloud™ + Any SIEM Best Practices Manual, IRT Standardized Playbook™ to Overcome cross-sector organizational silos, and data integration in the areas.	Select		Select		Select	Select		Select		Select
Goal 1.k.	Attended and participated in the Kick-off meeting of the IRT Tabletop and Pilot Participants and Observers/Officials, as well as the Mid-Point Progress and Lessons Learned Meeting, and the Final Meeting (Post-Exercise Debrief) (Including Feedback Forms and Other Documentation) for the IRT Tabletop and Pilot Exercises (Including Updates to the IRT Work Plan, and Identification of Lessons Learned and Best Practices)	Select		Select		Select	Select		Select		Select
b								IRT Assessment			
Goal 1.a.	Participate in the Capability Assessment Process (including self-assessment) to Identify Gaps, Capabilities, and Vulnerabilities (Using the IRT Capability Assessment Tool)	Select		Select		Select	Select		Select		Select
Goal 1.b.	Participate in and Support the Development of Updated Capability Assessments (including Updates to the Capability Assessment Tool) to Identify Gaps (validated in the previous Capability Assessment), and Vulnerabilities (with, using both Non-Live Simulated Data and Live Data).	Select		Select		Select	Select		Select		Select
c								IRT Implementation/Overview			
Goal 1.a.	Conduct after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents). Also Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Strengths and Areas for Improvement (related to how to perform core capabilities, and how to address gaps and vulnerabilities identified during Tabletop, or Exercises). After-action reviews (AARs) should include a calculation and assessment of the Time-to-Detect and Time-to-Contain (TTD/TTC) for the identified, hypothetical, Non-Live Simulated Cyber Vulnerability, assessing the Distance between the current TTD/TTC and the desired TTD/TTC (Including Recommendations of Effective Solutions to Close the Gap). Also, Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Capabilities Not Implemented (Under Consideration) and Capabilities Not Implemented (Under Consideration) (Including Reasons, Logic, and Mechanisms Underpin any Current Inactions).	Select		Select		Select	Select		Select		Select
Goal 1.b.	Conduct, carry out, supply, of significant IRT Investigations, Joint Operations/Efforts, or other IRT-administered or co-piloted public-health-crisis-powered or Food-Disaster-Type Crisis-category, (i.e., Cross-Sector Cyber Incidents, Ransomware Attacks, Data Breaches, Data Hacking, Non-Live and Live Data Theft, Data Corruption, Data Destruction, etc.) these reports to a public-webpage on Facebook, as well as Social Media Platforms, and Other Public Forums/Platforms/Spaces, to publicize or your progress reports.	Select		Select		Select	Select		Select		Select
Goal 1.c.	Demonstrate, conduct and improvement in the IRT's capability (Gap/Risk Vulnerability) to Cyber Incidents, as well as Other Cyber Incidents in a Jurisdictional Capability (or, per Jurisdiction, in a Cluster) or a series or network.	Select		Select		Select	Select		Select		Select
Goal 1.d.	Conduct at least one table-planned, joint-exercise-based Cyber Incident Response Plan (CIRP) Test (that include a IRT-activation) in concert with one of the elements. Develop including, up-to-1 Incident Management Team (IMT), in event-focused	Select		Select		Select	Select		Select		Select
d								IRT Sustainability			
Goal 1.a.	Undertake efforts to establish contingency plans for a Post-Federal Sustainability, of recent exercises, using Lessons Learned, Best Practices, and Gaps identified, to Sustain other Programs/Capabilities, Risk Management systems and processes). Significantly, efforts to seek Non-Federal Funding Sources (Including Private Sector Grants, Foundations, Philanthropic Efforts, Innovative Financing Models) to Sustain the IRT's Capabilities, Programs, and Partnerships. Before the end of the project period, the IRT Budget should demonstrate the ability to support the IRT's Capabilities, Programs, and Partnerships (Preferably, without Federal Funds, and Leveraging Non-Federal Funds)	Select		Select		Select	Select		Select		Select
Goal 1.b.	In addition to creating the yearly goals, guidance, Annual Updates to Guidance supporting the IRT Program, including Developing, or Institutional Mechanisms, Processes, and Procedures (Including Contracts/Grants, Sharing Best Practices, and other IRT Program Partnership Mechanisms)	Select		Select		Select	Select		Select		Select

Do I need to complete the Year 2 Goals table? - Please submit your Recipient Name, Track, Year (if IRT Development track), and Subsequent responses on Count sheet tab to aide IRT this response.

	Year 2 Goals	Mid-Year Report Recipient Self-Reported Status (Select)	Mid-Year Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Mid-Year Report IRT Reviewer Status	Mid-Year Report IRT Reviewer Comments	Mid-Year Report IRT Reviewer Designation	Annual/Final Report Recipient Self-Reported Status (Select)	Annual/Final Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Annual/Final Report IRT Reviewer Status	Annual/Final Report IRT Reviewer Comments	Annual/Final Report IRT Reviewer Designation
a								IRT Development/ Documentation/ Collaboration			
Goal 2.a.	Follow the IRT Capacity Building Process and Standardized Framework.	Select		Select		Select	Select		Select		Select
Goal 2.b.	Demonstrate Overall Success (major elements of Phase 2 of the IRT Capacity Building Process and Standardized Framework) and Lessons Learned (what worked well and what did not work well) (Including Feedback Forms and Other Documentation) for the IRT Annual Meeting, and Other Meetings, Workshops, Conferences, Exercises, Planning Meeting Guidelines (Annual Work Plan Updates)	Select		Select		Select	Select		Select		Select
Goal 2.c.	Hosting (for the entire cohort) of, virtual IRT Implementation Workshops (Including Updates to the Work Plan) to Identify Best Practices Manual, IRT Standardized Playbook™ Process/Methodologies.	Select		Select		Select	Select		Select		Select
Goal 2.d.	Attended and participated in the Kick-off meeting of the IRT Tabletop and Pilot Participants and Observers/Officials, as well as the Mid-Point Progress and Lessons Learned Meeting, and the Final Meeting (Post-Exercise Debrief) (Including Feedback Forms and Other Documentation) for the IRT Tabletop and Pilot Exercises (Including Updates to the IRT Work Plan, and Identification of Lessons Learned and Best Practices)	Select		Select		Select	Select		Select		Select
Goal 2.e.	Demonstrate, conduct and improvement in the IRT's capability (Gap/Risk Vulnerability) to Cyber Incidents, as well as Other Cyber Incidents in a Jurisdictional Capability (or, per Jurisdiction, in a Cluster) or a series or network.	Select		Select		Select	Select		Select		Select
Goal 2.f.	Conduct at least one table-planned, joint-exercise-based Cyber Incident Response Plan (CIRP) Test (that include a IRT-activation) in concert with one of the elements. Develop including, up-to-2 Incident Management Team (IMT), in event-focused	Select		Select		Select	Select		Select		Select
b								IRT Assessment			
Goal 2.a.	Undertake efforts to establish contingency plans for a Post-Federal Sustainability, of recent exercises, using Lessons Learned, Best Practices, and Gaps identified, to Sustain other Programs/Capabilities, Risk Management systems and processes). Significantly, efforts to seek Non-Federal Funding Sources (Including Private Sector Grants, Foundations, Philanthropic Efforts, Innovative Financing Models) to Sustain the IRT's Capabilities, Programs, and Partnerships. Before the end of the project period, the IRT Budget should demonstrate the ability to support the IRT's Capabilities, Programs, and Partnerships (Preferably, without Federal Funds, and Leveraging Non-Federal Funds)	Select		Select		Select	Select		Select		Select
Goal 2.b.	Participate in and Support the Development of Updated Capability Assessments (including Updates to the Capability Assessment Tool) to Identify Gaps (validated in the previous Capability Assessment), and Vulnerabilities (with, using both Non-Live Simulated Data and Live Data).	Select		Select		Select	Select		Select		Select
c								IRT Implementation/Overview			
Goal 2.a.	Conduct after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents). Also Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Strengths and Areas for Improvement (related to how to perform core capabilities, and how to address gaps and vulnerabilities identified during Tabletop, or Exercises). After-action reviews (AARs) should include a calculation and assessment of the Time-to-Detect and Time-to-Contain (TTD/TTC) for the identified, hypothetical, Non-Live Simulated Cyber Vulnerability, assessing the Distance between the current TTD/TTC and the desired TTD/TTC (Including Recommendations of Effective Solutions to Close the Gap). Also, Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Capabilities Not Implemented (Under Consideration) and Capabilities Not Implemented (Under Consideration) (Including Reasons, Logic, and Mechanisms Underpin any Current Inactions).	Select		Select		Select	Select		Select		Select
Goal 2.b.	Conduct, carry out, supply, of significant IRT Investigations, Joint Operations/Efforts, or other IRT-administered or co-piloted public-health-crisis-powered or Food-Disaster-Type Crisis-category, (i.e., Cross-Sector Cyber Incidents, Ransomware Attacks, Data Breaches, Data Hacking, Non-Live and Live Data Theft, Data Corruption, Data Destruction, etc.) these reports to a public-webpage on Facebook, as well as Social Media Platforms, and Other Public Forums/Platforms/Spaces, to publicize or your progress reports.	Select		Select		Select	Select		Select		Select
Goal 2.c.	Demonstrate, conduct and improvement in the IRT's capability (Gap/Risk Vulnerability) to Cyber Incidents, as well as Other Cyber Incidents in a Jurisdictional Capability (or, per Jurisdiction, in a Cluster) or a series or network.	Select		Select		Select	Select		Select		Select
Goal 2.d.	Conduct at least one table-planned, joint-exercise-based Cyber Incident Response Plan (CIRP) Test (that include a IRT-activation) in concert with one of the elements. Develop including, up-to-2 Incident Management Team (IMT), in event-focused	Select		Select		Select	Select		Select		Select
d								IRT Sustainability			
Goal 2.a.	Undertake efforts to establish contingency plans for a Post-Federal Sustainability, of recent exercises, using Lessons Learned, Best Practices, and Gaps identified, to Sustain other Programs/Capabilities, Risk Management systems and processes). Significantly, efforts to seek Non-Federal Funding Sources (Including Private Sector Grants, Foundations, Philanthropic Efforts, Innovative Financing Models) to Sustain the IRT's Capabilities, Programs, and Partnerships. Before the end of the project period, the IRT Budget should demonstrate the ability to support the IRT's Capabilities, Programs, and Partnerships (Preferably, without Federal Funds, and Leveraging Non-Federal Funds)	Select		Select		Select	Select		Select		Select
Goal 2.b.	In addition to creating the yearly goals, guidance, Annual Updates to Guidance supporting the IRT Program, including Developing, or Institutional Mechanisms, Processes, and Procedures (Including Contracts/Grants, Sharing Best Practices, and other IRT Program Partnership Mechanisms)	Select		Select		Select	Select		Select		Select

Do I need to complete the Year 3 Goals table? - Please submit your Recipient Name, Track, Year (if IRT Development track), and Subsequent responses on Count sheet tab to aide IRT this response.

	Year 3 Goals	Mid-Year Report Recipient Self-Reported Status (Select)	Mid-Year Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Mid-Year Report IRT Reviewer Status	Mid-Year Report IRT Reviewer Comments	Mid-Year Report IRT Reviewer Designation	Annual/Final Report Recipient Self-Reported Status (Select)	Annual/Final Progress Narrative including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Annual/Final Report IRT Reviewer Status	Annual/Final Report IRT Reviewer Comments	Annual/Final Report IRT Reviewer Designation
a								IRT Development/ Documentation/ Collaboration			
Goal 3.a.	Follow the IRT Capacity Building Process and Standardized Framework.	Select		Select		Select	Select		Select		Select
Goal 3.b.	Demonstrate, conduct and improvement in the IRT's capability (Gap/Risk Vulnerability) to Cyber Incidents, as well as Other Cyber Incidents in a Jurisdictional Capability (or, per Jurisdiction, in a Cluster) or a series or network.	Select		Select		Select	Select		Select		Select
Goal 3.c.	Demonstrate Overall Success (major elements of Phase 3 of the IRT Capacity Building Process and Standardized Framework) and Lessons Learned (what worked well and what did not work well) (Including Feedback Forms and Other Documentation) for the IRT Annual Meeting, and Other Meetings, Workshops, Conferences, Exercises, Planning Meeting Guidelines (Annual Work Plan Updates)	Select		Select		Select	Select		Select		Select
Goal 3.d.	Hosting (for the entire cohort) of, virtual IRT Implementation Workshops (Including Updates to the Work Plan) to Identify Best Practices Manual, IRT Standardized Playbook™ Process/Methodologies.	Select		Select		Select	Select		Select		Select
Goal 3.e.	Attended and participated in the Kick-off meeting of the IRT Tabletop and Pilot Participants and Observers/Officials, as well as the Mid-Point Progress and Lessons Learned Meeting, and the Final Meeting (Post-Exercise Debrief) (Including Feedback Forms and Other Documentation) for the IRT Tabletop and Pilot Exercises (Including Updates to the IRT Work Plan, and Identification of Lessons Learned and Best Practices)	Select		Select		Select	Select		Select		Select
Goal 3.f.	Attended at least two presentations (live or pooled) about/for the cooperative/ the IRT to discuss/brief to Stakeholders/Organizations or regional or national meeting.	Select		Select		Select	Select		Select		Select
b								IRT Assessment			
Goal 3.a.	Undertake the Capability Assessment Process (including self-assessment) to Identify Gaps, Capabilities, and Vulnerabilities (Using the IRT Capability Assessment Tool)	Select		Select		Select	Select		Select		Select
Goal 3.b.	Participate in and Support the Development of Updated Capability Assessments (including Updates to the Capability Assessment Tool) to Identify Gaps (validated in the previous Capability Assessment), and Vulnerabilities (with, using both Non-Live Simulated Data and Live Data).	Select		Select		Select	Select		Select		Select
c								IRT Implementation/Overview			
Goal 3.a.	Conduct after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents). Also Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Strengths and Areas for Improvement (related to how to perform core capabilities, and how to address gaps and vulnerabilities identified during Tabletop, or Exercises). After-action reviews (AARs) should include a calculation and assessment of the Time-to-Detect and Time-to-Contain (TTD/TTC) for the identified, hypothetical, Non-Live Simulated Cyber Vulnerability, assessing the Distance between the current TTD/TTC and the desired TTD/TTC (Including Recommendations of Effective Solutions to Close the Gap). Also, Conduct a after-action/lessons learned and primary objective, or directly, way Conversations, and engagements (or significant near-incidents) to Identify Capabilities Not Implemented (Under Consideration) and Capabilities Not Implemented (Under Consideration) (Including Reasons, Logic, and Mechanisms Underpin any Current Inactions).	Select		Select		Select	Select		Select		Select
Goal 3.b.	Conduct, carry out, supply, of significant IRT Investigations, Joint Operations/Efforts, or other IRT-administered or co-piloted public-health-crisis-powered or Food-Disaster-Type Crisis-category, (i.e., Cross-Sector Cyber Incidents, Ransomware Attacks, Data Breaches, Data Hacking, Non-Live and Live Data Theft, Data Corruption, Data Destruction, etc.) these reports to a public-webpage on Facebook, as well as Social Media Platforms, and Other Public Forums/Platforms/Spaces, to publicize or your progress reports.	Select		Select		Select	Select		Select		Select
Goal 3.c.	Demonstrate, conduct and improvement in the IRT's capability (Gap/Risk Vulnerability) to Cyber Incidents, as well as Other Cyber Incidents in a Jurisdictional Capability (or, per Jurisdiction, in a Cluster) or a series or network.	Select		Select		Select	Select		Select		Select
Goal 3.d.	Conduct at least one table-planned, joint-exercise-based Cyber Incident Response Plan (CIRP) Test (that include a IRT-activation) in concert with one of the elements. Develop including, up-to-3 Incident Management Team (IMT), in event-focused	Select		Select		Select	Select		Select		Select
d								IRT Sustainability			
Goal 3.a.	Undertake efforts to establish contingency plans for a Post-Federal Sustainability, of recent exercises, using Lessons Learned, Best Practices, and Gaps identified, to Sustain other Programs/Capabilities, Risk Management systems and processes). Significantly, efforts to seek Non-Federal Funding Sources (Including Private Sector Grants, Foundations, Philanthropic Efforts, Innovative Financing Models) to Sustain the IRT's Capabilities, Programs, and Partnerships. Before the end of the project period, the IRT Budget should demonstrate the ability to support the IRT's Capabilities, Programs, and Partnerships (Preferably, without Federal Funds, and Leveraging Non-Federal Funds)	Select		Select		Select	Select		Select		Select
Goal/Goals	In addition to creating the yearly goals, guidance, Annual Updates to Guidance supporting the IRT Program, including Developing, or Institutional Mechanisms, Processes, and Procedures (Including Contracts/Grants, Sharing Best Practices, and other IRT Program Partnership Mechanisms)	Select		Select		Select	Select		Select		Select

Do I need to complete the Year 3 Goals table? - Please submit your Recipient Name, Track, Year (if IRT Development track), and Subsequent responses on Count sheet tab to aide IRT this response.

Mid-Year and Annual/Final Report

Subaward Goals	Subawardee Name	Subaward Amount (Add $ or comma budget period)	Mid-Year Report Subaward Progress Narrative	Annual/Final Report Subaward Progress Narrative
1		$0.00		
2		$0.00		
3		$0.00		

Mid-Year Report
Mid-Year Report: Summary of significant IRT responses or other activities within the timeframe for the report, including: Status of AAR & lessons learned/recommendations for improvement.

Annual/Final Progress Report
Annual/Final Progress Report: Summary of significant IRT responses or other activities within the timeframe for the report, including: Status of AAR & lessons learned/recommendations for improvement.

Office of Domestic Partnerships Cooperative Agreement Program Report Form

ONLY complete this page if you are participating in the **RRT Maintenance track**. If you are participating in the RRT Development track please complete the RRT_Dev page.

Fields are provided for both, your Mid-Year and Annual/Final Progress Report Updates. At the Mid-Year you need only complete the yellow sections for your submission. At the Annual/Final Progress report use the brown sections enter any updates in the fields labeled for your Final Progress Report and resend the template.

The text entered may exceed the space provided. "Alt+Enter" will return a new line within a text box if desired. **For questions related to accomplishments of objectives, please contact PCIs. Questions regarding this form or budget can be addressed by Project Managers.**

Key Definitions:
Goals specific actions or events benchmarking progress achieved over the course of the project period.
Deliverables previously agreed upon products or outputs that will result from executing your award.

	Mid-Year Report	Annual/Final Report
RRT Reviewer(s) commenting on Progress Narratives:		

Do I need to complete this page? Please select your Recipient Name, Track, Year (if RRT Development track), and Subaward response on Coversheet tab to auto-fill this response.

Grant Track: RRT Maintenance

Mid-Year and Annual/Final Budget Report

*Note: Annual Total Budgeted is pre-set equal to Mid-Year Total budgeted and Mid-Year and Annual/Final Projected expenses are pre-set as calculated using the Total Budgeted minus Expended. These formulas should be cleared and actual numbers entered if different.

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

Mid-Year and Annual/Final Personnel Report

Annual/Final Report Only — Select appropriate response: Select

	Name (last name, first name)	Title	Project Role	Total Project Effort (# calendar mos - include effort funded by the CAP and in-kind contribution e.g., non-CAP funded)	Months Funded (# calendar mos - include CAP funded effort only)	Personnel Changes?* (Key personnel changes must be submitted to ODP Contracts and may require prior approval as described in your NOFO)	Explanation for significant personnel changes
1						Select	
2						Select	
3						Select	
4						Select	
5						Select	
6						Select	
7						Select	
8						Select	
9						Select	
10						Select	
11						Select	
12						Select	
13						Select	
14						Select	
15						Select	
16						Select	
17						Select	
18						Select	
19						Select	
20						Select	

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

	Mid-Year Personnel Report	Annual/Final Personnel Report
Additional Personnel Comments		

Mid-Year Report

Mid-Year Report RRT Maintenance Pending Issues or Concerns and Proposed Solutions:

Annual/Final Report

Annual/Final Report RRT Maintenance Pending Issues or Concerns and Proposed Solutions:

Mid-Year and Annual/Final Progress Report

	RRT Maintenance Goals	Mid-Year Report Recipient Self-Reported Status (Select)	Mid-Year Progress Narrative Including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Mid-Year Report RRT Reviewer Status	Mid-Year Report RRT Reviewer Comments	Mid-Year Report RRT Reviewer Designation	Annual/Final Report Recipient Self-Reported Status (Select)	Annual/Final Progress Narrative Including Outputs (e.g. SOPs, administrative reports, outreach materials, etc.), Meetings and Activities (Use Alt+Enter for new line if desired)	Annual/Final Report RRT Reviewer Status	Annual/Final Report RRT Reviewer Comments	Annual/Final Report RRT Reviewer Designation
1.	**RRT Maintenance and Continuous Program Improvement (All Sub-Parts Required for all RRTs)**										
Goal 1.A.	Operate within the appropriate phase of the RRT Capacity Building Process and Mentorship Framework. Please describe activities/special projects undertaken by the RRT to support meeting the key aims 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:	Select		Select		Select	Select		Select		Select
Goal 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 CAT, Metrics/Demonstrated Preparedness, 3, a, & b.).	Select		Select		Select	Select		Select		Select
Goal 1.A.2.	Maintain and coordinate the Team: Demonstrate routine engagement of core RRT member agencies/partners (state food regulatory program, FDA Division, state food 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".)	Select		Select		Select	Select		Select		Select
Goal 1.A.3.	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).	Select		Select		Select	Select		Select		Select
Goal 1.A.4.	RRT Exercises: The state food regulatory program (RRT grantee) and relevant RRT member agencies/partners (at a minimum the FDA Division) completes 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's project period involving an intentional human or animal food contamination incident or disaster response, involving relevant RRT member agencies/partners and other stakeholders as appropriate (e.g., emergency managers, law enforcement, etc.).	Select		Select		Select	Select		Select		Select
Goal 1.A.5.	Ensure that state/local agencies who receive RRT funding from the primary awardee agency (pass through funding/subawards) will provide details of what was accomplished with the funding to the state RRT Coordinator or PI/PD to be shared with FDA via mid-year and end of year RRT Cooperative Agreement progress reports.	Select		Select		Select	Select		Select		Select
Goal 1.B.	Work with federal/state/local government partners, and appropriate subject matter experts to effectively respond to human and animal food emergencies such as: foodborne illness outbreaks, intentional food contamination, natural disasters, and other food incidents. Federal partners may include but are not limited to: FDA Divisions, CORE, CVM, OEO, and USDA/FSIS. Describe multi-agency responses in progress report narrative and/or incident summaries.	Select		Select		Select	Select		Select		Select
Goal 1.C.	Develop and track a training plan as outlined in the RRT Best Practices Manual to ensure RRT staff are competent in the Incident Command System (ICS), foodborne illness investigations, traceback, sampling, after-action reviews, and conducting environmental assessments/root cause investigations. 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's training plan. (see the RRT CAT, Metrics/Demonstrated Preparedness, 7-8). Provide a copy of the training plan and updates in progress reports.	Select		Select		Select	Select		Select		Select
Goal 1.D.	Coordinate appropriate response activities and corresponding control measures with samples collected for the Laboratory Flexible Funding Model (LFFM). State regulatory agencies will follow their RRT procedures for response and enforcement to conduct follow-up inspections, investigations (including traceback/forward), and control measures (e.g., embargoes, recalls, warning letters, and closures) to positive and violative samples identified as part of the LFFM cooperative agreement. Positive samples sent for follow up may originate within the state regulatory agency where the sample was identified or another state within the LFFM Program.	Select		Select		Select	Select		Select		Select
Goal 1.E.	Conduct and document AARs for all RRT exercises, responses and/or activations when possible. Key issues/items identified during AARs related to team performance are incorporated into an improvement plan or into future trainings, as applicable. AARs/reports include a calculation and assessment of the time intervals between key response activities to identify opportunities for improvement. Primary focus should be on assessing the interval between FDA and state human and animal food regulatory program notification and implementation of effective control measures, but time interval assessment should be inclusive of lab and epi activities as well. Share findings from AARs in the secure RRT Program Workgroup in FoodSHIELD and/or to the After Action Exchange (AAX) FoodSHIELD application.	Select		Select		Select	Select		Select		Select
Goal 1.F.	Complete/submit the Capability Assessment Tool via FoodSHIELD. Contribute to the revision of the CAT by participating in the CAT revision workgroup, when applicable.	Select		Select		Select	Select		Select		Select
Goal 1.G.	Maintain and update Improvement Plan, at least annually, and submit for review based on CAT assessment results and AAR findings. Improvement plan must include: finding/improvement needed, timeline for implementing improvement, and person responsible.	Select		Select		Select	Select		Select		Select
Goal 1.H.	Complete/submit a yearly Sustainability Assessment for the previous grant year by November 30th of each year. Report must include:	Select		Select		Select	Select		Select		Select
Goal 1.H.1.	Resources critical to RRT operations and program maintenance	Select		Select		Select	Select		Select		Select
Goal 1.H.2.	Current funding source for each resource (State, Federal, etc.)	Select		Select		Select	Select		Select		Select
Goal 1.H.3.	Approximate dollar value of each resource including in-kind state contributions to the RRT	Select		Select		Select	Select		Select		Select
Goal 1.H.4.	Contingency plans and impact on each resource should Federal RRT funds cease	Select		Select		Select	Select		Select		Select
Goal 1.H.5.	Diversify support for RRT operations/maintenance (ideally split across state and federal grant funds); in particular, ensuring key RRT personnel salaries are on partial state funds and O&M costs for IT systems and other technologies are on state, not federal, funds. Provide an update on diversification of funding (successful or unsuccessful) in progress reports	Select		Select		Select	Select		Select		Select
2.	**RRT Innovation, Integration, and National Capacity/Capability Development (Level 3 RRT must have 2 projects per year; Level 2 must have 1 project per year; Level 1 RRTs: No Requirement)** *Several national groups, including the Partnership for Food Protection (PFP), the Council to Improve Foodborne Outbreak Response (CIFOR), and CDC Integrated Food Safety Centers of Excellence (CoEs), CDC FoodCORE Program, CDC OutbreakNet Enhanced, and CDC National Environmental Assessment Reporting System (NEARS) have on-going initiatives aligned with the below project areas. RRT participation and collaboration with external groups in these areas is encouraged. Collaborative projects with these programs related to Program Objective 2 may be added as an optional goal with FDA/OP approval.*										
Goal 2.A.	Mentor a voluntary or newly established RRT (must be assigned by FDA Office of Domestic Partnerships (ODP) in RRT development, or a newly hired/reassigned RRT Coordinator in an established RRT as per the RRT Capacity Building Process and Mentorship Framework.	Select		Select		Select	Select		Select		Select
Goal 2.B.	Develop and execute an inter-RRT project/collaboration, aimed at any RRT-related topic of mutual interest. Examples include: planning of Regional RRT meetings, Division-wide RRT collaboration, multi-RRT AARs/improvement plans, identifying and proposing solutions to regional/national needs/gaps (surveillance, response or prevention; joint training or exercise; data sharing), and working with relevant partners to propose outreach, education, legislative, and other activities to prevent incident/contamination recurrence.	Select		Select		Select	Select		Select		Select
Goal 2.C.	Pilot, implement, and evaluate newly established best practices. This may include developing the capacity to: stand up an incident management team (IMT) using the concepts of ICS compressed, assemble and utlize "Go-Kits", use the RRT Coordinator chapter to train a new RRT Coordinator, use the Root Cause Analysis (RCA) chapter (pending publication) to conduct an RCA/Root Cause Investigation (RCI). This includes a written evaluation of the effectiveness of implementing the best practice and any recommendations for improvement.	Select		Select		Select	Select		Select		Select
Goal 2.D.	Assist non-RRT agencies in developing advanced response capabilities. This includes training on the RRT Best Practices Manual, the Capacity Building and Mentorship Framework, and sharing how they developed and maintain their RRT by sharing procedures used for RRT responses and activations.	Select		Select		Select	Select		Select		Select
Goal 2.E.	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 non-RRT state that historically has not been involved in your RRT. (e.g., FSIS, a new food/feed commodity area, law enforcement, emergency management (partners that meet these criteria will largely depend on how your RRT is structured). Examples include: joint trainings, outreach meetings, joint exercises, increased information sharing, promoting long term human and animal food single signature 20.88 information sharing agreements, promoting use of the RRT Best Practices Manual, and improving communication/collaboration structures and processes for inclusion in RRT SOPs.	Select		Select		Select	Select		Select		Select
Goal 2.F.	Develop and execute a training-related projects, such as:	Select		Select		Select	Select		Select		Select
Goal 2.F.1.		Select		Select		Select	Select		Select		Select
Goal 2.F.2.		Select		Select		Select	Select		Select		Select
Goal 2.F.3.		Select		Select		Select	Select		Select		Select
Goal 2.F.4.		Select		Select		Select	Select		Select		Select
Goal 2.G.	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/efficiently respond to human and animal food contamination incidents.	Select		Select		Select	Select		Select		Select
Goal 2.G.1.		Select		Select		Select	Select		Select		Select
Goal 2.G.2.		Select		Select		Select	Select		Select		Select
Goal 2.G.3.		Select		Select		Select	Select		Select		Select
Goal 2.G.4.		Select		Select		Select	Select		Select		Select
Goal 2.H.	Additional projects the RRT is working on related to Program Objective 2 may be submitted to FDA/ODP for review and approval to be added as optional goals.	Select		Select		Select	Select		Select		Select
3.	**Gathering and Sharing Data to Support Prevention (Number 3.C is Required for all RRTs; Level 3 RRTs: Must Have 2 Projects Per Year Selected from Other Subparts; Level 1 & 2 RRTs: No Requirement, however: optional and strongly encouraged)**										
Goal 3.A.	Develop and execute a project aimed at combating critical health challenges facing American citizens in alignment with goals in the February 13, 2025, White House memo (and related documents) to Make America Healthy Again (MAHA), Establishing the President's Make America Healthy Again Commission – The White House and in the MAHA report through:	Select		Select		Select	Select		Select		Select
Goal 3.A.1.	Engaging with local health departments and/or other state agencies to collaborate on educational programs targeting children's nutrition and hygienic practices around food and/or encouraging prevention of childhood health issues.	Select		Select		Select	Select		Select		Select
Goal 3.A.2.	Engaging with industry or local health departments to encourage food safety practices that aim to reduce the occurrence of long-term implications of foodborne illness.	Select		Select		Select	Select		Select		Select
Goal 3.A.3.	Engaging with industry and/or university partners to evaluate the safety of ingredients used in food or food contact surfaces for the purpose of reducing chronic illness and childhood health issues.	Select		Select		Select	Select		Select		Select
Goal 3.A.4.	Engaging with industry in efforts to implement ingredient changes that would improve the nutritional value of a food, without compromising its safety.	Select		Select		Select	Select		Select		Select
Goal 3.A.5.	Amplifying outreach and/or public messaging to specific impacted industry, uniquely impacted populations, and/or especially vulnerable consumers on public health concerns, including those pertaining to risks for chronic illness and those related to prolonged exposure (e.g. heavy metals in foods intended for children, contaminants in water used as a food ingredient, or toxins detected in tableware)	Select		Select		Select	Select		Select		Select
Goal 3.A.6.	Engaging with local health departments, universities, and/or other state programs to review data sources, identifying vulnerable populations affected by foodborne illness outbreaks that lead to chronic health conditions, paying particular attention to the availability of nutritious and wholesome foods.	Select		Select		Select	Select		Select		Select
Goal 3.A.7.	Strengthening capacity for children's health protection through the development of specialized protocols for addressing food safety issues in schools and childcare facilities, implementing targeted surveillance programs for foods commonly consumed by children or creating educational materials on food safety tailored for children, caregivers, and/or school food handlers.	Select		Select		Select	Select		Select		Select
Goal 3.A.8.	Other efforts that align with these public health and safety goals, as approved by ODP staff.	Select		Select		Select	Select		Select		Select
Goal 3.B.	Address gaps in procedures or training necessary to support conducting root cause analysis (assessments geared at identifying contributing factors and environmental antecedents that led to a human food or animal food contamination event). For example, ensure staff are trained in conducting RCI investigations and document in the RRT training plan.	Select		Select		Select	Select		Select		Select
Goal 3.C.	REQUIRED: Use the Root Cause Analysis chapter of the RRT Best Practices Manual process to document RCA findings. Share results of RCAs via the capability assessment tool, NEARS, and NORS. Root cause or innovative findings are shared in a written report, during RRT monthly teleconference updates, or at the annual meeting.	Select		Select		Select	Select		Select		Select
Goal 3.D.	Share investigation findings with industry, or work with relevant partners to propose recommendations for industry or other preventive measures based on findings from root cause analysis. 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.	Select		Select		Select	Select		Select		Select
Goal 3.E.	Use Reportable Food Registry (RFR), Root Cause Analysis (RCA) findings, recalls, import alerts, and/or consumer complaint data to develop a project to target chronic health conditions and implement preventive measures (education, outreach, public messaging campaigns, surveillance sampling of foods consumed by vulnerable populations).	Select		Select		Select	Select		Select		Select
Goal 3.F.	Collaborate with non-RRT states or other regulatory partners to suggest and implement prevention-focused improvements in routine inspection and sampling activities based on lessons learned and findings from past root cause analysis 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.	Select		Select		Select	Select		Select		Select
Goal 3.G.	Work with RRT member agencies/partners to capture and report root cause analysis data to national reporting systems, such as: 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 most updated version of the FDA Root Cause Analysis Process Overview in conducting root cause analysis is encouraged. Completing a root cause analysis for outbreaks impacting vulnerable population is also strongly encouraged.	Select		Select		Select	Select		Select		Select
Goal 3.H.	Work with RRT member agencies/partners to capture and report root cause analysis data to CDC/s National Environmental Assessment Reporting System (NEARS) for outbreaks linked to food service establishments.	Select		Select		Select	Select		Select		Select
Goal 3.I.	Use an emerging issue or recent response outcomes, develop and execute a project in line with the new HHS priority of ending America's epidemic of chronic illness by focusing on safe, wholesome food, clean water, and the elimination of environmental toxins.	Select		Select		Select	Select		Select		Select
4.	**Communicating RRT Impact (All Sub-Parts Required for all RRTs)**										
Goal 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 Face to Face (F2F) Meeting presentation cannot count as the regional/national meeting presentation).	Select		Select		Select	Select		Select		Select
Goal 4.B.	Present at least once per year on the national RRT monthly teleconference and present a poster at the national RRT F2F meeting to share investigation or project outcomes, as well as emerging or nascent stage lessons learned and best practices with other RRTs.	Select		Select		Select	Select		Select		Select
Goal 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.	Select		Select		Select	Select		Select		Select
Goal 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), and participate in the national review (review at least 3 chapters), and participate in a chapter committee (at least 1 committee/workgroup). This goal may not be applicable during each year of the cooperative agreement (ie. RRT Manual revision may span 2 years, only one activity is required, and can occur in either year).	Select		Select		Select	Select		Select		Select
Goal 4.E.	In addition to meeting the yearly goals, grantees must participate in initiatives supporting the RRT program, including sending at least two (2) key RRT personnel to an annual face to face or virtual meeting (as determined by FDA/ODP) and at least one person representing the RRT to the biannual Integrated Foodborne Outbreak Response Management (InFORM) Conference (held in odd number years) and the Regional PulseNet/OutbreakNet meetings (held in non-InFORM years); participating in FoodSHIELD workgroups; participating in RRT monthly conference calls; sharing best practices; and other RRT Program activities identified by ODP.	Select		Select		Select	Select		Select		Select

Do I need to complete the Subaward Progress table? Please select your Recipient Name, Track, Year (if RRT Development track), and Subaward response on Coversheet tab to auto-fill this response.

Mid-Year and Annual/Final Report

	Subaward Goals	Subawardee Name	Subaward Amount (total $ for current budget period)	Mid-Year Report Subaward Progress Narrative	Annual/Final Report Subaward Progress Narrative
1			$0.00		
2			$0.00		
3			$0.00		

Mid-Year Report

Mid-Year Report Summary of significant RRT responses or other activities within the timeframe for the report, including: Status of AAR & lessons learned/recommendations for improvement.
This can either be provided here OR submitted as part of your RRT CAT (Activity Table).

Annual or Final Progress Report

Final Progress Report Summary of significant RRT responses or other activities within the timeframe for the report, including: Status of AAR & lessons learned/recommendations for improvement.
This can either be provided here OR submitted as part of your RRT CAT (Activity Table).

OMB Number: 0910-0909 Exp Date: 04/30/2027

Office of Domestic Partnerships Cooperative Agreement Program Report Form

This page is provided for the Final Progress Report required summary of all 5 years of the CAP. **This summary is intended to represent the full 5-year project**. Detail information for the project must still be entered by track on the applicable track page provided.

The summary must include sufficient detail such that other state, local, and tribal governments could reproduce the final project. The final program progress report should also detail the strategy, including commitment of personnel, resources, and funding.

The summary is only required at the submission of the Final Progress Report, you may skip this tab at the Mid-Year and Annual report submissions.

The text entered may exceed the space provided. "Alt+Enter" will return a new line within a text box if desired. **For questions related to accomplishments of objectives, please contact PCIs. Questions regarding this form or budget can be addressed by Project Managers.**

Do I need to complete this page? Yes, all RRT recipients should complete this page for the **last year of the agreement** and **Final Progress Report submission ONLY.**

Grant Track: All Tracks

Final Progress Report Summary of all 5 years of the Cooperative Agreement Project: