

CAP Program Workbook: Outline

Recipients under PAR-26-002 will be required to maintain a CAP Program Workbook (xlsx) using a standardized excel workbook template to outline program objectives, annual goals and planned activities, track progress, and provide periodic progress reports throughout the duration of the CAP. This **CAP Program Workbook: Outline (.docx)** is based on the required excel CAP Program Workbook and should be used by applicants to describe their proposed plan of work. Applicants should upload this document as a PDF attachment to their application. This outline will be used as a planning tool by awarded recipients to complete the initial version of the excel CAP Program Workbook, that has a submission date of Sept 1, 2027.

The 'Brief Narrative' section under each objective can be used to provide additional context or background, explanation of approach or methodology, description of partnerships, collaborations, or resources, anticipated challenges, solutions, or possible mitigation strategies, and/or any other supporting information.

COVERSHEET

Applicant Details

- Agency: *(enter)*
- State or Territory: *(enter)*
- Program **TRACK** (1 or 2): *(enter)*
- Program **PATH** (B or C): *(enter)*
- Program Data Submission **OPTION** (A or D): *(enter)*
- New Applicant or Transitioning from PATH A non-regulatory program? *(enter)*
- Current Inventory (for funding band calculation)
 - Number of non-exempt PSR covered farms (see NOFO Table 1): *(enter)*
 - Number of produce farms with produce sales (see NOFO Table 2): *(enter)*
 - Number of produce farms conducting PSR covered activities on PSR covered produce (covered, <\$25k, QE) (see NOFO Table 3): *(enter)*

OBJECTIVE 1 – Produce Regulatory Program Standards (PRPS)

Enrollment (TRACK 1 only)

Brief Narrative:

(enter)

Management Support (1a)

- Describe the necessary management support and access to internal and external resources to achieve full conformance with the PRPS: *(enter)*

Planned Activities 2027-2028

- Provide details of activities you are planning related to Objective 1 Year 1 of Enrollment (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*

OBJECTIVE 2: PROGRAM ADMINISTRATION

Brief Narrative:

(enter)

Staffing Matrix (2b) (add additional rows as applicable, do not include subaward work personnel in this section)

Name	Title	Primary CAP Role	Total Project Effort (Calendar Months)	Calendar Months Funded by CAP	Additional Duties

Staffing Vacancies (2b)

- List any vacant positions with target backfill dates: *(enter)*

Succession Planning - TRACK 2 (2b)

- If a program succession plan has been developed and implemented, briefly describe it. If not, briefly describe your plans to develop and/or implement: *(enter)*

Staff Training Needs (2c) for 2027-2028

- OTED courses needed

Course	Number of slots needed per course
FD226	
FD227	
FD327	
FD336	
FD337	
Other	
Other	

Subawards (2b) *(duplicate the bulleted list for each additional subaward)*

- Subaward name: *(enter)*
 - Subaward deliverables: *(enter)*
 - Subaward monitoring plan and frequency: *(enter)*

MOUs (2b) *(duplicate bulleted list for each additional MOU)*

- MOU entity name: *(enter)*
 - MOU purpose: *(enter)*

Contracts (2b) *(duplicate bulleted list for each additional contract)*

- Contracted entity: *(enter)*
 - Contracted services: *(enter)*

Planned Meeting or Conference Attendances (2d) *(duplicate bulleted list for each additional planned meeting or conference)*

- Meeting/conference: *(enter)*
 - Objectives and support for CAP: *(enter)*

Authority and Regulation Updates (2g/2i): Report Current Status/Plans

- Authority statutes and administrative regulations links (if applicable): *(enter)*
- Describe any plans for regulatory updates: *(enter)*

Written Procedure Current Status and Plans - TRACK 2 only (2l) Describe current status of written procedures and any plans for developing, reviewing, and/or revising in 2027-2028

- Legal authority evaluation:
- Training plan establishment:
- Outreach plan:
- Inventory procedures:
- Inspection procedures:
- Compliance and enforcement procedures:
- Response activities:

Transition Plan: New Applicants and former PATH A programs (2j)

A mutually agreed upon transition plan must be established within the first 3 months of the recipient's first year. Briefly describe initial plans in support of the transition to a new regulatory program and any identified challenges that will need to be addressed.
(enter)

Information Sharing (2f)

- Do you have a valid 20.88 agreement: *(enter Yes or No. If No, indicate your plans to obtain one)*

Electronic System(s) Utilized (2e/4g)

- Describe electronic systems utilized for program data management (inventory, inspections, compliance and enforcement, workplanning, etc.): *(enter)*

Planned Activities 2027-2028

- Provide details of other activities, not captured above, that you are planning related to Objective 2 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*

OBJECTIVE 3: OUTREACH PROGRAM:

Brief Narrative:

(enter)

PSA Grower Training (3c)

- Estimated Number of Produce Safety Alliance (PSA) Grower Trainings planned for 2027-2028: *(enter)*

- Estimated Number of known covered farms still needing PSA training: *(enter)*

Technical Assistance Activities (3c)

- Estimated Number of On-Farm Readiness Reviews (OFRRs) planned for 2027-2028: *(enter)*
- Estimated Number of On-Farm and Remote Technical Assistance planned for 2027-2028: *(enter)*

Educational Materials (3f)

- Plans to develop educational materials to include (duplicate bulleted list as needed):
 - Project type and name: *(enter)*
 - Brief description: *(enter)*
 - Delivery method: *(enter)*

Outreach Activities (3a/b/c)

- Planned outreach activities to include (duplicate bulleted list as needed/you may group like activities and provide an overall total and detail summarizing the grouping) Examples include workshops, presentations, newsletter, and social media campaigns, etc.:
 - Type of activity: *(enter)*
 - Objective/purpose *(enter)*
 - Target populations: *(enter)*
 - Delivery methods: *(enter)*

Educational Gaps

- Identified gaps and plans to address: *(enter)*
- Identify any areas where FDA assistance is needed: *(enter)*

Tribal Lands (3a)

- Known produce farms on Tribal lands: *(enter Yes or No)*
- Describe how outreach requests from Tribes would be handled: *(enter)*

FSMA Food Traceability Rule (3d)

- Plan to distribute FTR related information, if any (optional activity): *(enter Yes or No)*

Planned Activities 2027-2028

- Provide details of other activities, not captured above, that you are planning related to Objective 3 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*
-

OBJECTIVE 4: INSPECTION PROGRAM- INVENTORY

Brief Narrative:

(enter)

Inventory Maintenance (4a)

- Briefly describe each farm category verification methods and frequencies:
 - Covered Non-Exempt Farms: *(enter)*
 - Qualified Exempt Farms: *(enter)*
 - Produce Sales under \$25k (adjusted for inflation): *(enter)*
 - Other: *(enter)*

Agency Coordination (4f)

- Describe any existing or planned coordination with other agencies on inventory activities: *(enter)*

Planned Inventory Activities 2027-2028

- Provide details of other inventory activities, not captured above, that you are planning related to Objective 4 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*

OBJECTIVE 4: INSPECTION PROGRAM- INSPECTIONS

Brief Narrative:

(enter)

Inspection Work-Planning (4b)

- Indicate number of routine inspections planned (minimum 20% of covered farm inventory annually): *(enter)*
- Indicate number of staff capable of performing independent inspections: *(enter)*

Risk-Based Inspection Frequency (4i/4j)

- Describe risk-based inspection frequency tools utilized for work planning: *(enter)*
- Describe risk/priority classifications utilized by your program: *(enter)*

Agency Coordination (4f)

- Describe any existing or planned coordination with other agencies on inspection activities: *(enter)*

Calibration Program (4e)

- Describe if you have implemented or are planning to implement the Produce Safety Calibration Program (in coordination with FDA): *(enter)*

Planned Inspectional Activities 2027-2028

- Provide details of other inspectional activities, not captured above, that you are planning related to Objective 4 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*

OBJECTIVE 5: COMPLIANCE AND ENFORCEMENT

Brief Narrative:

(enter)

PATH B - FDA Authority (5a)

- Briefly describe your internal procedures for preliminary review of inspection documentation and when you will submit for FDA OCE review: *(enter)*

PATH C - State Authority (5b)

- Describe risk-based process for investigations, follow-ups, and re-inspections: *(enter)*
- Describe your compliance and enforcement progressive actions framework: *(enter)*

Planned Activities 2027-2028

- Provide details of other activities, not captured above, that you are planning related to Objective 5 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*

OBJECTIVE 6: RESPONSE ACTIVITIES

Brief Narrative:

(enter)

Rapid Response Team Information (6a)

- Do you have a funded or voluntary RRT in your jurisdiction: *(enter Yes or No)*
 - If yes, indicate agency name: *(enter)*

- Describe produce safety program engagement or plans for integration with existing RRT: *(enter)*

TRACK 2 without RRT in jurisdiction (6b)

- Briefly describe whether you intend to utilize PRPS Standard 5 or alternative procedures for response activities: *(enter)*

Laboratory Flexible Funding Model (6d)

- Do you have an LFFM program in your jurisdiction: *(enter Yes or No)*
 - If yes, indicate agency name: *(enter)*
- Describe any work planned in coordination with LFFM program: *(enter)*

Staff Training in Response (6c)

- Describe response training that staff has received: *(enter)*
- Describe additional desired courses: *(enter)*

Planned Activities 2027-2028

- Provide details of other activities, not captured above, that you are planning related to Objective 6 (include annual goals, benchmarks, and associated timelines as applicable): *(enter)*