



Successfully Utilizing eRA Commons: Lessons Learned from a State Perspective

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1:45PM-2:45PM ET*



WA Overview

- Enrolled in MFRPS, RRT, FPTF Components with PCHF supplement
- Co-PI Structure with a Project Director
 - MFRPS, Lab, RRT/FPTF
- RRT as coordinating body for agreement
- Report Development
 - Individual components compose separately, then combined in a comprehensive document
 - Budget pieces are reconciled when pieces come together

Goal is to try to avoid this feeling



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eRA Commons: It's all about the pre-planning

- A lot of your documents used for the pre-award application can be used to quickly compile your progress reports
 - SF424 Budget Details template for each component
 - Can be filled out by individual PIs
 - Will help you quickly populate the funding spent/remaining tables



Component Expenditure Table (from RRT component)

Category	Amt. Expended	Amt. Remaining (Unobligated)
SALARY and WAGES		
FRINGE BENEFITS		
Personnel Costs (Subtotal)		
CONSULTANT SERVICES		
EQUIPMENT		
SUPPLIES		
TRAVEL		
OTHER		
Consortium/Contractual (Direct)		
FEDERAL F&A COSTS		
TOTAL AWARD AMOUNT		

Benefit of centralized budgeting

Flexible Funding Model (FFM) SF424 Budget Details

Component (MFRPS, RRT, FPTF, or Special Project): RRT

Item/Resource	Description/Function	Year 1	Year 2	Year 3	Year 4	Year 5
	Benefits	\$ 41,499.00	\$ 41,498.00	\$ 43,898.00	\$ 41,499.00	\$ 41,499.00
	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
	Travel	\$ 24,000.00	\$ 23,129.00	\$ 18,953.00	\$ 24,000.00	\$ 24,000.00
	Contract	\$ 105,047.00	\$ 105,047.00	\$ 99,287.00	\$ 105,047.00	\$ 105,047.00
	Other	\$ -	\$ -	\$ -	\$ -	\$ -
	Indirect	\$ 25,708.00	\$ 26,580.00	\$ 28,117.00	\$ 25,708.00	\$ 25,708.00
	TOTAL per year	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
	Salary and Benefits	\$ 145,245.00	\$ 145,244.00	\$ 153,643.00	\$ 145,245.00	\$ 145,245.00
	FPTF Component	Year 1	Year 2	Year 3	Year 4	Year 5
	Salary	\$ -	\$ -	\$ 4,412.00	\$ -	\$ -
	Benefits	\$ -	\$ -	\$ 1,765.00	\$ -	\$ -
	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 3,500.00	\$ 4,000.00	\$ 1,192.61	\$ 3,500.00	\$ 3,500.00
	Travel	\$ 3,900.00	\$ 3,716.00	\$ 1,500.00	\$ 3,900.00	\$ 3,900.00
	Contract	\$ 2,600.00	\$ 2,284.00	\$ -	\$ 2,600.00	\$ 2,600.00
	Other	\$ -	\$ -	\$ -	\$ -	\$ -
	Indirect	\$ -	\$ -	\$ 1,130.39	\$ -	\$ -
	TOTAL per year	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	Salary and Benefits	\$ -	\$ -	\$ 6,177.00	\$ -	\$ -
	TOTAL PROJECT-ALL Components	Year 1	Year 2	Year 3	Year 4	Year 5
	Salary	190,146.00	218,538.00	230,184.00	205,664.00	205,664.00
	Benefits	76,059.00	87,414.00	92,073.00	82,266.00	82,266.00
	Equipment	-	-	-	-	-
	Supplies	31,678.00	7,218.00	8,059.61	6,559.00	6,559.00
	Travel	51,052.00	41,709.00	37,453.00	47,052.00	47,052.00
	Contract	138,947.00	124,131.00	108,257.00	125,447.00	125,447.00
	Other	-	-	-	-	-
	Indirect	47,118	55,990.00	58,973.39	50,963.00	50,963.00
	TOTAL Direct Costs per year	487,882	479,010	476,027	466,988	466,988
	TOTAL Direct + Indirect Costs per year	535,000	535,000	535,000	517,951	517,951
	Salary and Benefits	266,205.00	305,952.00	322,257.00	287,930.00	287,930.00

It's all about the pre-planning

- Standardized report templates for each component
 - Makes it easier to consolidate and format
 - WA keeps the components separate
 - For MFRPS, by standard, then by enhancement/conformance
 - Each section includes:
 - Component header with specific PI info
 - Updates that follow specific C/A milestones or expected goals for easy reference
 - Component-specific budget update

Example report content per component

HHS/FDA/ORR/OP RRT Component Progress Report			1. Date submitted January 24, 2020
2. Grant No. 5U18FD006419-02	3. Project Period 9/1/2018 – 6/30/2023	4. Budget Period 7/1/2019 – 6/30/2020	5. Dates covered by this report 7/1/2019 – 12/31/2019
6. Project Title Flexible Funding Model: Washington State Department of Agriculture			
7. Grantee Name and Address WA State Dept. of Agriculture 1111 Washington Street SE PO Box 42560 Olympia, WA 98504-2560		8. P.I Name, phone and e-mail Randy James Treadwell, MPH 509-413-3739 rtreadwell@agr.wa.gov	

1) General Progress on Cooperative Agreement Project

a) *RRT Maintenance and Continuous Program Improvement*

- i) **Goal 1A:** Operate within Phase 3 of the RRT capacity Building Process and Mentorship Framework

(1) **Maintain a Written Framework**

- (a) Washington RRT (WA RRT) initiated annual revisions of the Washington RRT Operations Manual beginning in July 2018 and WSDA revisions were completed and endorsed by agency leadership in September 2018. Information sharing considerations: Lack of a permanent Emergency Response Coordinator (ERC)

Example expenditure table per component

RRT Component		
Category	Amt. Expended	Amt. Remaining
Salary and Wages		
Fringe Benefits		
Personnel Costs (Subtotal)		
Consultant Services		
Equipment		
Supplies		
Travel		
Other		
Consortium/Contractural (Direct)		
FEDERAL DIRECT COSTS	\$0.00	\$0.00
Indirect Costs		
TOTAL AWARD	\$0.00	\$0.00

Running list of activities throughout the year (RRT)

July 1, 2020-June 30, 2021 Activities:

- ❑ Milestone: ; Due to experience with PFAS in 2017, WA RRT was asked to serve as point of contact related to PFAS and food/food production by WA Dept of Ecology to assist with their joint DOH/DEC PFAS CAP.-July 2020
- ❑ Milestone: ; Completed annual revision of FERP and sent out to representative stakeholders at state regulatory programs, federal, and local public health jurisdictions. Suggested edits due August 21, 2020-July 2020
- ❑ Milestone: ; Completed annual revision of the FERRG and sent out to representative stakeholders at state regulatory programs, federal, and local public health jurisdictions for review. Suggested edits due Sept 4, 2020-August 2020
- ❑ Milestone: ; Updated contact lists on FoodSHIELD workgroup per 6 month schedule. Included notice alert on updates through FoodSHIELD as a new outreach measure to help increase RRT comms to members during non-response times.-August 2020

Pre-Planning: eRA Commons Roles and Delegations

- In WA, our Deputy Director is our Authorized Representative
 - Two federal grant specialists are delegated to submit reports as Signing Officials
 - The specialists also develop the SF-425 forms
 - Make sure who know your agency's structure and confirm ahead of time who is going to be submitting the report/application on the agency's behalf

Pre-Planning: SAM and EIN and DUNS, oh my!

- Report submission is also a good time to review the status of the various agency identification numbers needed for future applications and component applications
- Check under “Institution Profile” and “Personal Profile” tabs to confirm information *ahead of time*
 - SAM expiration date listed here

Report Submission

- Make the PDF as condensed as you can
 - Attachments create a huge document
 - Recommend investing in Adobe Pro for full toolbox
- Have clear communication plan with your agency's delegated submitter—ask for notice when submitted into system
- Check back for status updates routinely

Contact Information

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