FINAL REPORT CHECKLIST

A final performance report will be required within 90 days following the end date of the grant agreement. The final report will be posted on the SCBGP-FB website and represents an important vehicle for sharing project findings with Federal and State agencies and the public. The final performance report should include a cover page and sections for each project that detail the progress to date.

COVER PAGE

Provide the following information in the order requested:

- ☐ Name of State Department of Agriculture
- ☐ Name of State Point of Contact
- ☐ USDA AMS Agreement Number
- ☐ Type of Report (Annual or Final Performance Report)
- ☐ Date Report is Submitted

Each project should be outlined as separate project profiles. For example, Project 1 should include a section for the project title, project summary, project approach, goals and outcomes achieved, beneficiaries, lessons learned, contact information, and additional information and then project two should include a section for project title, project summary, project approach, goals and outcomes achieved, beneficiaries, etc.

PROJECT TITLE

- ☐ Provide the project's title.

PROJECT SUMMARY

- ☐ Provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project.
- ☐ Establish the motivation for this project by presenting the importance and timeliness of the project.
- ☐ If the project built on a previously funded project with the SCBGP or SCBGP-FB describe how this project complimented and enhanced previously completed work.

PROJECT APPROACH

- ☐ Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.

- ☐ Present the significant contributions and role of project partners in the project.

GOALS AND OUTCOMES ACHIEVED

- ☐ Include the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- ☐ If outcome measures were long term, summarize the progress that has been made towards achievement.
- ☐ Provide a comparison of actual accomplishments with the goals established for the reporting period.
- ☐ Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

BENEFICIARIES

- ☐ Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
- ☐ Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

LESSONS LEARNED

- ☐ Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- ☐ Provide unexpected outcomes or results that were a effect of implementing this project.
- ☐ If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

CONTACT PERSON

- ☐ Name the Contact Person for the Project
  - Telephone Number
  - Email Address

ADDITIONAL INFORMATION

- ☐ Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.