ANNUAL REPORT CHECKLIST

Annual performance reports are required to be received prior to 90 days after the end of the first year of the date of the signed grant agreement and each subsequent year until the expiration date of the grant period. The annual 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 shall be outlined as separate project profiles. For example, Project 1 shall include a section for the project title, activities performed, problems and delays, future project plans, and total funding expended to date and then project two should include a section for project title, activities performed, problems and delays, etc.

PROJECT TITLE

- ☐ Provide the project's title.

ACTIVITIES PERFORMED

- ☐ Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting 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.
- ☐ Provide a comparison of actual accomplishments with the goals established for the reporting period.
- ☐ Present the significant contributions and role of project partners in the project.
- ☐ Clearly convey progress toward achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.
- ☐ If a target of a project has already been achieved, it is encouraged to amend the outcome measure. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

PROBLEMS AND DELAYS

- ☐ Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these changes took place.

- ☐ Mention the actions that were taken in order to address these delays, impediments, and challenges.
- ☐ Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.
- ☐ In the event that the work plan timeline, expected measurable outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.

FUTURE PROJECT PLANS

- ☐ Briefly summarize activities performed, targets, and/or performance goals to be achieved during the next reporting period for each project. Whenever possible, describe the work accomplished in both quantitative and qualitative terms.
- ☐ Describe any changes that are anticipated in the project.

FUNDING EXPENDED TO DATE

- ☐ Provide information regarding the level of grant funds expended to date.
- ☐ In the event that a project gained income as a result of planned activities, provide the amount of this supplemental funding and how it will be reinvested into the project.