

# Specialty Crop Block Grant Program – Farm Bill

## Annual Performance Report – Review Checklist

Recipient:

Grant Agreement:

First Annual Report      r

Second Annual Report      r

Due Date:

Reviewed By:

Date Received:

Date Reviewed:

An Annual Performance Report is required by 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. Review the approved State Plan, any amendments, and previous annual performance reports for the grant agreement prior to your review of the Annual Performance Report to ensure all previous and future activities, performed goals, and outcomes are adequately reported per the checklist below. 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 Reviews

Project Title:

### Activities Performed

- Did the grantee briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period? This section should discuss the tasks provided in the Work Plan of the approved project proposal. This includes the significant results, accomplishments, conclusions and recommendations as well as favorable or unusual developments.
- Did the grantee provide a comparison of actual accomplishments with the goals established for the reporting period?
- Did the grantee present the significant contributions and role of project partners in the project?
- Did the grantee clearly convey progress toward achieving the Expected Measurable Outcomes identified in the approved project proposal by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets?
- If a target was already achieved, is a new "stretch" goal provided?

Comments

### Problems and Delays

- Were any unexpected delays, impediments, challenges met in order to complete the goals for each project such as changes or delays to the approved Work Plan activities and Expected Measurable Outcomes? If so, did the grantee explain why these changes took place?
- Was there any mention of the actions taken in order to address these delays, impediments, and challenges?
- If corrective actions were taken, did the grantee review measurable outcomes to determine if targets are realistic and attainable?
- If the work plan timeline, expected measurable outcomes, and/or budget illustrated a need to be adjusted, did the grantee provide an outline of those changes?

Comments

### Future Project Plans

- Did the grantee provide a brief summary activities performed, targets, and/or performance goals to be achieved during the next reporting period for each project in this section?
- Did the grantee describe any changes that are anticipated in the project?
- Do any of the changes require formal scope or budget amendment? If yes, please note this.

Comments

### Funding Expended To Date

- Did the grantee provide the actual dollar amount or percentage of grant funds expended on the project to date?
- Does the progress to date coincide with the level of funds expended (see Noted Expenditures in Annual Report spreadsheet)? If not, were delays reported in the Problems and Delays section?

- In the event that a project gained income as a result of planned activities, did the grantee provide the amount of this supplemental funding and how it will be reinvested into the project?

Comments