

# SPECIALTY CROP BLOCK GRANT PROGRAM

## ANNUAL PERFORMANCE REPORT TEMPLATE INSTRUCTIONS

### OVERALL

This dynamic form template will be used for all SCBGP performance reporting submitted to AMS. Please remember to keep the report concise and within the character limits. This report should also be saved as a PDF document and not as a “print to PDF” format.

### PROJECT INFORMATION AND BACKGROUND INFORMATION

- This section will provide project recipient information.
- The project start and end dates should match the award, contract or other approved amendments the state or territory has with the project subrecipient and not necessarily the reporting period dates. You may need to refer to your agreement or most recent approved amendment to confirm these dates.
- Enter the cumulative percentage of work completed on the project and only mark a project as Final if the project is complete. Input 100% percent even if your project ends early or is cancelled.
- These are dynamic forms and the questions and sections shown will change based on the responses. If submitting a final report, check the box “Yes” to reflect final status.

This annual Performance Progress Report (PPR) must illustrate the progress made toward the completion of your project. If this project is completed at the time of the annual PPR submission, the project report should be marked as final. Please note character limits (abbreviated “char.”) throughout.

#### PROJECT INFORMATION

<b>Project Title</b> (250 char.)	<input type="text"/>
<b>Organization Name</b> (250 char.)	<input type="text"/>
<b>Project Start Date</b>	<input type="text"/>
<b>Project End Date</b>	<input type="text"/>

#### ORGANIZATION POINT OF CONTACT

<b>Full Name</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>

#### BACKGROUND INFORMATION

##### PROJECT PROGRESS

Please provide the total percentage of work completed on the project.

Is this a final report? Please select the box to the right if the answer is “yes”.

## OBJECTIVES

- Enter the Objectives exactly as in the accepted state plan or USDA AMS official amendment.
- Indicate each Objective’s status as In Progress, Complete, or Not Complete.

### OBJECTIVE(S) (REQUIRED)

Please provide the approved project’s objectives from the accepted project plan. Use the boxes to indicate if the objective is in progress, has been completed, or is not (and will not be) completed. At the final report, if “no” is selected for any of the listed objectives, you must expand upon this in the Challenges and Developments Section. Additional objectives may be added as needed.

+	#	Objective (2,000 char.)	Objective Completed?
-			▼
-			▼
-			▼

## OUTCOMES

- Report only on selected Outcomes and Indicators from the **accepted project plan**. Click the check box to enable Indicators.
- The total reported values should be cumulative. A value of “0” indicates data is not yet collected. If the project has a custom miscellaneous indicator approved in the plan, report it in the “Additional Approved Outcomes” section.

### 5. DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS

Indicators	Value	N/A
5.1 Number of cultivar and/or variety trials conducted, and of those:	10	<input type="checkbox"/>
5.1a The number that advanced to further stages of development	3	<input type="checkbox"/>
5.2 Number of cultivars and/or seed varieties developed		<input type="checkbox"/>
5.3 Number of cultivars and/or seed varieties released		<input type="checkbox"/>
5.4 Number of growers adopting new cultivars and/or varieties		<input type="checkbox"/>
5.5 Number of acres planted with new cultivars and/or varieties		<input type="checkbox"/>

### 6. EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT

### 7. IMPROVE ENVIRONMENTAL SUSTAINABILITY OF SPECIALTY CROPS

### ADDITIONAL APPROVED OUTCOME (IF APPLICABLE)

## OUTCOME REMARKS (REQUIRED)

- In this section discuss the method and status of data collection for selected Outcome Indicators to date.

### OUTCOME REMARKS (REQUIRED)

Please explain any quantifiable results, along with an update on their progress and data collection efforts for each of the outcomes and indicators selected in the accepted project plan. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on progress to date. If you do not have any data on the indicator(s) listed above, you must explain why in this section. (2,000 char.)

All objectives are currently in progress, with objectives 1-3 only completed for year 1 (2023). 14 growers requested assistance and submitted fields for participation in the project. Collection of soil samples and data is currently ongoing. Data should be received for first year sampling approximately March 1, 2024. Process will be repeated in summer of 2024.

## NARRATIVE

### Accomplishments

- List at least one Accomplishment for each Objective. If this is an annual report, list your Accomplishments for this reporting period. If this is a final report, Accomplishments should be cumulative and include all Accomplishments previously reported.

### NARRATIVE

#### ACCOMPLISHMENTS (REQUIRED)

If this is an annual report, list your accomplishments for this reporting period. If this is a final report, your accomplishments should be cumulative and include all accomplishments previously reported on and updated to include activities conducted this past reporting period. Indicate how these accomplishments associated with each of your project's objective(s), outcome(s), and/or indicator(s). This listing should identify your project's partners and their contributions. Additional accomplishments can be added as needed.

+	#	Accomplishment (1,200 char.)	Related to (Objective/ Outcome)
-			
-			

### Challenges and Developments

- Discuss any project Challenges and corrective actions, or Objectives without Accomplishments. Corrective actions are required for Challenges.
- Please report on any positive Developments. You may enter N/A in corrective actions for Developments.

#### CHALLENGES AND DEVELOPMENTS (REQUIRED)

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this reporting period. Also, provide the corrective actions you took to address these issues. If you did not attain an approved objective, outcome(s), and/or indicator(s), provide an explanation in the Corrective Actions column. For developments, you may put "N/A" under Corrective Actions. Additional challenges/developments may be added as needed.

+	#	Challenge or Development (1,200 char.)	Corrective Action
-			
-			

### Upcoming Activities (Annual Reports Only)

- List activities to be completed over the next reporting Period, addressing any incomplete Objectives without Accomplishments.

#### UPCOMING ACTIVITIES (REQUIRED FOR ANNUAL REPORTS)

Provide a description of the activities that you are planning to complete during the next reporting period. Additional activities can be added as needed. Please note, if this is a final report there should be no upcoming activities associated with the project, and this section should be left blank.

+	#	Activity (600 char.)	Anticipated Completion
-			

### FINAL REPORT NARRATIVE ONLY

#### Project Background (Required)

- The final project background should be in the past tense and should include key findings.

#### Lessons Learned (Required)

- Provide recommendations or advice to others interested in similar projects.

#### LESSON LEARNED (REQUIRED FOR FINAL REPORTS)

The recipient or subrecipient is required to provide recommendations or advice that others may use to improve their performance in implementing similar projects. If this is an annual report, please skip this section. (1200 char.)

#### Continuation and Dissemination of Results (Required)

- Discuss how project findings are shared with stakeholders and if project activities will continue.

#### CONTINUATION AND DISSEMINATION OF RESULTS (REQUIRED FOR FINAL REPORTS)

Describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results. If this is an annual report, please skip this section. (1200 char.)

#### Project Beneficiaries (Required)

- Provide a total number of project beneficiaries.

#### PROJECT BENEFICIARIES (REQUIRED FOR FINAL REPORTS)

Provide the number of project beneficiaries. If this is an annual report, please skip this section. (12 char.)

## FEDERAL PROJECT EXPENDITURE

- Amount Approved in Budget column should list amounts in the accepted plan or most recent USDA AMS Amendment.
- Report cumulative Actual Federal Expenditures to date.
- If a budget adjustment was approved at the state level, please explain this in the Discussion of Expenditures section under the table.

### FEDERAL PROJECT EXPENDITURE

#### EXPENDITURE (REQUIRED)

You must respond to at least one cost category. Please note, the subtotal and total rows include formulas to auto-calculate totals. The approved budget should come from the accepted project plan or any approved budget amendments.

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds Only)
Personnel	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Contractual	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Direct Costs Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
Indirect Costs	\$0.00	\$0.00
<b>Project Expenditure Total Federal Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### DISCUSSION OF EXPENDITURES (REQUIRED)

- Expenditure targets: 1<sup>st</sup> Annual 30%, 2<sup>nd</sup> Annual 60%, Final 100%. If spending is below these thresholds, please discuss plans to catch up on activities/expend funds before the end of the period of performance.
- Briefly explain any spending discrepancies from original budget.
- Do not include the match or in-kind amounts within the report. SCBGP does not have a match requirement and there should be no mention of matching funds or in-kind in the performance reports.

#### DISCUSSION OF EXPENDITURES (REQUIRED)

For 1st Annual Reports, if total project expenditures is less than 30 percent, and for 2nd Annual Reports, if total project expenditures is less than 60 percent, include a statement explaining how the grant funds will be expended and project activities completed as planned by the end date on the grant agreement. Any state approved budget amendments should be included here; include the line item that the funds are coming from and going to, as well as the date that the state approved the budget amendment. (1,200 char.)

**PROGRAM INCOME (IF APPLICABLE)**

If Program Income was accepted in the project plan or earned on the project, grant recipients are required to report on the source, amount, and how funds were expended. Recipients do not need to report income that would have been earned without federal funding. Program Income includes income from fees for services; registration fees for conferences or classes; the sale of things that were made as a result of the award, etc.

**USE OF PROGRAM INCOME (IF APPLICABLE)**

- Describe how the funds are being used.
- Program Income must be reinvested back into the project for allowable costs.
- Program income cannot be reserved for future expenses after the grant ends

**PROGRAM INCOME (IF APPLICABLE)**

If program income was earned on the project, grant recipients are required to report on the source, amount, and how funds were expended. Program income is gross income --earned by a recipient or subrecipient under a grant --directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

+	Source/Nature of Program Income (100 char.)	Amount Approved in Budget	Actual Amount Earned
-		\$0.00	\$0.00

**USE OF PROGRAM INCOME (IF APPLICABLE)**

Describe how the earned program income was used to further the objectives of this project during the performance period. Any income generated must be reinvested back into the project and not set aside or reserved for future expenses after the grant ends. (1,200 char.)

**PPR ATTACHMENTS DESCRIPTION (IF APPLICABLE)**

**WHAT WOULD BE OF INTEREST TO SCBGP OR THE PUBLIC?**

- Reserve attachments for information that helps tell the story of the project, like data summaries, tables, graphs, photos of events, presentations, newspaper articles, publications, or other items. Use PDF format, if possible. Please do not upload the project templates to the Attachments section.

**PPR ATTACHMENTS DESCRIPTION (IF APPLICABLE)**

Grantors will rely on the data that is submitted in this form when they report to congress. However, if you think additional documents are necessary to support PPR, please attach them and provide a document name and description of document below.

+	Document Name	Document Description
-		

## SUBMISSION INSTRUCTIONS

### SUBMISSIONS

- All annual performance reports will be submitted by the State via [www.grantsolutions.gov](http://www.grantsolutions.gov) by the due dates and financial reports must be submitted through PMS. Subrecipients should follow their State reporting guidance.

### REPORTING PERIODS AND DUE DATES

- Submit one report per year due 90 calendar days after each annual performance reporting period's end date.
- Final reports are due not later than 120 calendar days after the end of the period of performance. Final reports should cover the entire duration of the grant.

USDA is an equal opportunity provider, employer, and lender.

<https://www.usda.gov/non-discrimination-statement>

Updated 11/07/24