



# Performance Report Templates

- [SCBGP Performance Progress Report Template for 2021 and Prior](#)
- [SCBGP Performance Progress Report Template for 2022 and Forward](#)

# Template Download Steps

- **From the Specialty Crop Block Grant Program website:**
  1. Download and save the document to your computer desktop or a file.
  2. Open Adobe Acrobat software on your computer.
  3. Open the document in Adobe Acrobat.

Opening the document in a web browser may result in an error.  
[Adobe Acrobat Reader](#) is a free software program. Keep it updated!

# Template Download Troubleshooting

- View a [video](#) to avoid the “Please wait” error and other issues. Closed captions and a transcript are provided.

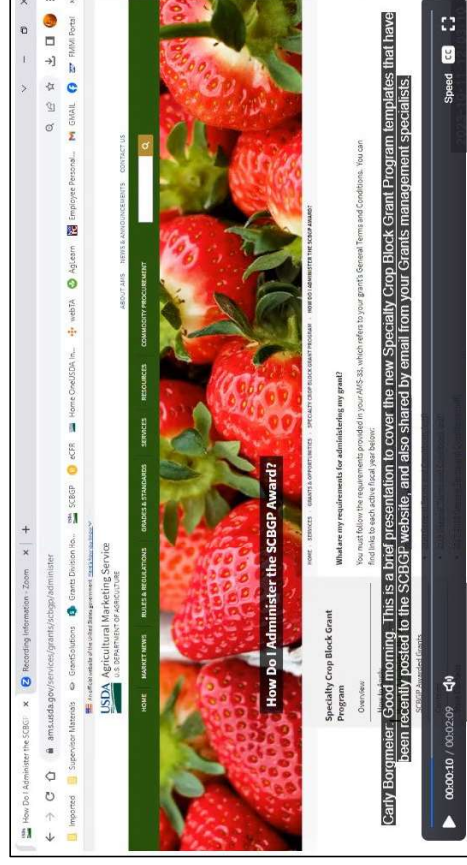
## Please wait...

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# Adobe Acrobat Software

- How to check the version of Adobe Acrobat Reader
  - In the Adobe Acrobat Reader menu, select Help menu, and select About Adobe Acrobat Reader.
  - The Adobe Acrobat Reader version information will be displayed in a pop-up window.
- How to download the latest Adobe Acrobat Reader version
  - Go to <https://get.adobe.com/reader>.
  - Download the installation file and install.



# Completing the Templates

# Report Templates Are Dynamic

- Selecting the box that indicates the report is final will change the template from an annual report to a final report format. Respond to all required fields in the template.

**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".

**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?
-	1	Create Curriculum	In Progress
-	2	Run 10 workshops	In Progress

**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".

**PROJECT BACKGROUND (REQUIRED FOR FINAL REPORTS)**

Provide enough information for the reader to understand the importance or context of the project and any key findings. This section may draw from the background and justification contained in the accepted project plan. As the project has been completed, write this section in past tense. If this is an annual report, please skip this section. (1200 char.)

# Project Information

- **Basic Project Detail**
  - Project title
  - Subrecipient organization name
  - Project period
- **Subrecipient Contact Details**
  - Name of project principal investigator
  - Contact phone
  - Contact email

You may need to refer to your agreement or most recent amendment for the project start and end dates.





# Outcomes

- **Report on Outcomes and Indicators from the accepted project plan only.**
  - Click the box to enable Indicators.
- **Indicators**
  - Report cumulative figures or findings.
  - A value of “0” is acceptable if data is not collected.

- **Additional Approved Outcomes**
  - Miscellaneous indicators that were accepted.
- **Outcome Remarks**
  - Discuss quantifiable results to date.

OUTCOMES		
Please only report on the outcomes and indicators that are selected and approved for this project. Use the check boxes to indicate which outcomes and indicators are selected. Select the "N/A" box for any indicators that are not applicable.		
1. ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED SALES	<input checked="" type="checkbox"/>	
<i>Please provide data on the sales increased as a result of marketing and/or promotion activities for this reporting period.</i>		
Indicators	Value	N/A
Dollar value of sales increased from initial (original) sales amount		<input type="checkbox"/>
Dollar value of estimated final (resulted) sales amount (in dollars)		<input type="checkbox"/>
2. ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED CONSUMPTION		<input type="checkbox"/>
3. ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH INCREASED ACCESS AND AWARENESS		<input type="checkbox"/>
4. ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH GREATER CAPACITY OF SUSTAINABLE PRACTICES OF SPECIALTY CROP PRODUCTION RESULTING IN INCREASED YIELD, REDUCED INPUTS, INCREASED EFFICIENCY, INCREASED ECONOMIC RETURN, AND/OR CONSERVATION OF RESOURCES		<input type="checkbox"/>
5. ENHANCE THE COMPETITIVENESS OF SPECIALTY CROPS THROUGH MORE SUSTAINABLE, DIVERSE, AND RESILIENT SPECIALTY CROP SYSTEMS		<input type="checkbox"/>

# Narrative

- **Accomplishments**
  - List accomplishments for all objective(s).
  - Annual reports list accomplishments for the reporting period.
  - Final reports are cumulative and include previously reported activities.
  - Stay within character limits for each accomplishment.
- **Challenges and Developments**
  - Discuss any project challenges and corrective actions.
  - Please report on any positive developments.
- **Upcoming Activities (Annual Reports Only)**
  - List activities to be completed over the next reporting period.

# Final Report Narrative Only

- **Project Background**

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

- **Lessons Learned**

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

- **Continuation and Dissemination of Results**

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

- **Project Beneficiaries**

- Provide a total estimated number of project beneficiaries.

# Attachments

- **What would be of interest to SCBGP or the public?**
  - Tables, graphs, data summaries.
  - Pictures, newspaper clippings, brochures.
  - Presentations, reports, or other.



# Federal Project Expenditure

- **Expenditure (Budget Summary)**
  - Amount Approved in Budget should list amounts in the accepted State Plan or more recent USDA AMS Amendment only.
- **Discussion of Expenditures**
  - Expenditure targets: 1<sup>st</sup> Annual 30%, 2<sup>nd</sup> Annual 60%, Final 100%.
  - Briefly explain any spending discrepancies.
  - Statement on activities to complete project as planned by the end date.

# Expenditure in Project Templates

## 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)

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)**

- **Program Income**

- Provide the source of the income, the amount accepted in the plan, and the cumulative amount earned.

- **Use of Program Income**

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

# Acknowledgement of Support

- **As of the 2023 awards, recipients and subrecipients must acknowledge USDA AMS in reports pamphlets, posters, brochures, publications, and audio, multimedia, or video productions.**
  - See Section 11 of the [award terms and conditions](#) and [2 CFR 415.2](#)
  - *Funding for [Project or Publication] was made possible by the U.S. Department of Agriculture's (USDA) Agricultural Marketing Service through grant [Insert Agreement Number]. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.*
- **Subaward opportunities published by the state department of agriculture must include acknowledgement that funding is from USDA AMS and use the USDA logo.**
- **Acknowledgement is also strongly encouraged for the 2021 and 2022 awards.**