

FINAL PERFORMANCE REPORT

AWARD YEARS 2016 FORWARD

A Final Performance Report must be received within 90 days after the end of the grant agreement. You are required to report on the administration of the agreement and each project approved within the agreement.

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 (Final Performance Report)
- Date Report is Submitted

GRANT ADMINISTRATION

- If funds were used for grant administration, indicate the amount of funding that has been expended from the start date to the end date of the grant. Also, indicate the amount charged as indirect expenses versus the amount charged as direct expenses.

FINAL PROJECT REPORT TEMPLATE

Final Performance Reports must illustrate the completion of each project within the grant agreement. Each project shall be outlined as separate project profiles. You will report on projects in the same order they were submitted in the approved State Plan and subsequent amendments.

PROJECT TITLE

Provide the project's title. (Must be the same title used in the approved State Plan or amendment.)

PROJECT IMPACT AND FINDINGS

Include a summary of the project results of 250 words or less, suitable for dissemination to the public. A statement of results provides a brief description of your project, its success, and/or lessons learned. A statement of results should:

1. *Include the name of the organization that led and executed the project (State department of agriculture or subrecipient);*
2. *Capture the project's purpose and activities completed;*
3. *Outline the outcomes and indicators achieved, results/important findings and lessons learned; and*
4. *Highlight the target population reached and products developed (including intended use and audience).*

FOR EXAMPLE:

ABC State University improved protocol of integrated management of bacterial spot in tomatoes through focusing on the tomato seedling production stage and educating growers on best management practices. Researchers tested 240 processing and fresh market lines of tomato varieties in addition to 93 wild species for each variety’s resistance to bacterial spot. At the test’s conclusion, it was possible for researchers to obtain data sufficient to identify accessions and lines with elevated resistance to X. gardneri (the cause of bacterial spot) through expanded greenhouse screening. These results were disseminated to tomato transplant producers via comprehensive vegetable disease fact sheets that were posted online and which have been viewed over 1,700 times by 223 unique visitors. Furthermore, approximately 270 stakeholders were presented with project information at two field nights, two tomato disease workshops, and at a symposium.

BENEFICIARIES

Number of project beneficiaries: Enter Number of Project Beneficiaries

ACTIVITIES PERFORMED

OBJECTIVES

Provide the approved project’s objectives.

#	Objective	Completed?	
		Yes	No*
1			
2			
3			
4			

**If no is selected for any of the listed objectives, you must expand upon this in the challenges and lessons learned sections.*

ACCOMPLISHMENTS

List your accomplishments for the project’s period of performance, including the impact they had on the project’s beneficiaries, and indicate how these accomplishments assist in the fulfillment of your project’s objective(s), outcome(s), and/or indicator(s).

Accomplishment/Impact	Relevance to Objective, Outcome, and/or Indicator

CHALLENGES

If you experienced any challenges during the project’s period of performance, provide a listing of them below. Also, provide the corrective actions you took to address these issues. If you did not attain the approved outcome(s) and indicator(s), provide an explanation in the Corrective Actions column.

Challenge	Corrective Actions

LESSONS LEARNED

Provide recommendations or advice that others may use to improve their performance in implementing similar projects.

CONTINUATION AND DISSEMINATION OF RESULTS (IF APPLICABLE)

Describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

Provide the results of the project outcome(s) and indicator(s) as approved in your State Plan and project proposal. The results of the outcome(s) and indicator(s) will be used to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

Select the Outcome Measure(s) that were approved for your project.

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales
- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption
- Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- Outcome 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
- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

OUTCOME INDICATOR(S)

Provide the indicator approved for your project and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

DATA COLLECTION

Explain what data was collected, how it was collected, the evaluation methods used, and how the data was analyzed to derive the quantifiable indicator.

CONTACT PERSON

Contact Person for the Project.....Enter Contact First and Last Name

Telephone Number.....Enter Phone Number

Email Address.....Enter Email Address

FEDERAL PROJECT EXPENDITURES TO DATE

EXPENDITURES

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Contractual		
Other		
Direct Costs Sub-Total		
Indirect Costs		
Total Federal Costs		

PROGRAM INCOME

Source/Nature (i.e., registration fees)	Amount Approved in Budget	Actual Amount Earned
Total Program Income Earned		

ADDITIONAL INFORMATION

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

Be sure to include any documents, publications, or other attachments referenced throughout the report. If the attachments are large, the State Department of Agriculture should consider combining them as an appendix to the full report and submitting the appendix as a separate file.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0240. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov.

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