

Arizona Department of Agriculture

Agricultural Consultation and Training



SPECIALTY CROP BLOCK GRANT PROGRAM – FARM BILL (SCBGP-FB)

POST-AWARD WORKSHOP

**LISA A. JAMES
GRANT PROGRAM MANAGER**

**ASHLEY WORTHINGTON
GRANT PROGRAM COORDINATOR**

Today's topics



- Grant Award Agreements
- Administrative Requirements
- Federal Cost Principles
- Reporting requirements
- Changes due to 2013 Site-Visits
- Reporting processes

SCBGP-FB Agreements



SCBGP-FB CYCLE	AMS AGREEMENT EXPIRATION DATE	PROGRAM COORDINATOR
SCBGP-FB11	9/29/2014	Ashley
SCBGP-FB12	9/29/2015	Ashley
SCBGP-FB13	9/29/2016	Lisa

Grant (Sub) Award Agreements



SIGNATURE (COVER) PAGE

GENERAL REQUIREMENTS

SCOPE OF WORK - PROJECT SPECIFIC

CHANGES

AMENDMENTS

**ARIZONA DEPARTMENT OF AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
GRANT AWARD AGREEMENT**

GRANT NO. SCBGP-FB13-XX

Page 1 of 19

COVER PAGE

Project Title:			
Specialty Crop Block Grant Award Amount:	Project Type:	Education Marketing Research	
This Agreement shall become effective: Upon the date it is executed by both parties.			
Termination Date: September 30, 201X			
TERMS OF AGREEMENT			
<p>This Grant Award Agreement is entered into by The Arizona Board of Regents University of Arizona (GRANTEE) and the ARIZONA DEPARTMENT OF AGRICULTURE (ADA), through its Director, in accordance with A.R.S. § 41-2701 <i>et seq.</i> The parties agree to fulfill the terms and conditions of this Grant Award Agreement and to abide by all contractual and regulatory obligations governing the expenditure of SCBGP-FB funds.</p> <p>These funds are made available by the 2013 Specialty Crop Block Grant Program – Farm Bill, number 10.170, through agreement #12-25-B-1655 between the United States Department of Agriculture – Agricultural Marketing Service and the ADA.</p> <p>This Grant Award Agreement shall constitute the entire agreement between the parties, superseding any and all other oral or written understandings.</p> <p align="center">The parties hereto agree to carry out the provisions of this Grant Award Agreement.</p>			
GRANTEE		ADA	
Signature of Authorized Signer	Date	Signature	Date
Printed Name		Printed Name	
Printed Title		Director	Printed Title

Signature (Cover) Page



- Project Title
- Grant Award Amount
- Agreement Execution Date
- Termination Date
- Signatures

Provisions



- It is important that you read and understand all of the provisions of your agreement.
- We will only highlight some of them.

ARIZONA DEPARTMENT OF AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
GRANT AWARD AGREEMENT

GRANT NO. SCBGP-FB13-XX

Page 1 of 1

GRANT AWARD AGREEMENT RECEIPT

Project Title:	
Specialty Crop Block Grant Award Amount:	
This Agreement shall become effective: Upon the date it is executed by both parties.	
Termination Date: September 30, 20XX	
Reporting Schedule: Quarterly Reports due: January 31 st , April 30 th , July 31 st and October 31 st each year. Final Performance Report due November 14, 20XX.	
The undersigned has received a copy of the Grant Award Agreement for the above referenced project.	
GRANTEE/PI	
Signature	Date
Printed Name	
Printed Title	

Provisions (page #s may vary)



- General Requirements – Page 4
 - This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.
 - The Grantee shall obtain and maintain all licenses, permits, and authorizations necessary to perform its obligations under this Agreement. The Grantee is responsible for compliance with all applicable local, state, and federal laws.

Provisions (page #s may vary)



- **General Requirements (Cont'd) – Page 4**

- The Grantee shall comply with:

- the [Specialty Crop Competitiveness Act of 2004 of Public Law 108-465](#) as [amended](#) (7 U.S.C. § 1621 note);
- specialty crop block grant program regulations at 7 C.F.R. Parts [1290](#) and [1291](#);
- uniform federal grant regulations at 7 C.F.R. Parts [3015](#) and [3016](#) for State, Local and Tribal governments;
- uniform federal grant regulations at 7 C.F.R. Parts [3015](#) and [3019](#) for Colleges, Universities and Non-Profits;
- OMB Circular [A-133](#), audit requirements at 7 C.F.R. Part [3052](#);
- and excluded and disqualified participant requirements at [2 C.F.R. Part 180, subpart C.](#)

Provisions (page #s may vary)



- General Requirements (Cont'd) – Page 4

- The Grantee shall comply, **as applicable**, with:

- Colleges and Universities

- federal cost principles at [2 C.F.R. Part 220](#) (OMB Circular A-21)

- State, Local and Tribal Governments

- federal cost principles at [2 C.F.R. Part 225](#) (OMB Circular A-87)

- Non-Profit Entities

- federal cost principles [2 C.F.R. Part 230](#) (OMB Circular A-122)

Provisions (page #s may vary)



- **Audit of Records (Records Retention) – Page 5**
 - State and Local Governments and Universities – 3 years from expiration date
 - Non-profits and private entities – 5 years from expiration date
- **Project Period – Page 6**
 - Execution Date is date of last signature (usually the Director's)
 - Expiration Date as indicated in the agreement (based on proposed timeline)
 - Expenses must be incurred within the project period
- **Payments – Page 8**
 - **Reimbursement requests must include supporting documentation**
 - Payments are conditioned upon receipt of documentation and approval by the Program Coordinator
 - Payments may be adjusted or withheld until deliverables are satisfied

Provisions (page #s may vary)



- **Unexpended Funds – Page 8**
 - Must notify ADA of potential unspent funds as soon as possible
 - No later than 60 days prior to expiration date
 - **Future agreements are limited to two years with limited no-cost extensions**
- **Recoupment of Payments – Page 9**
 - The ADA will demand repayment of any reimbursed expenses that are later determined to be unallowable
- **Amendments – Page 9**
 - Changes requiring amendments
 - **Future amendments for no-cost extensions will be limited**

Scope of Work (begins on page 12)



- Contact Information
- Prior Approval Requirements
- Deliverables
- Project Summary
- Project Budget
- Work Plan
- Expected Measurable Outcomes



Changes Requiring Notification



- Absence or change in Key Personnel or Leadership change for a period of more than 3 months
- Significant changes to the Scope of Work for the project
- When extension of time in project period is necessary
 - subject to limitations
- When funds are reallocated within the most recent approved project budget
- Send an email to the Program Coordinator

Changes Requiring Amendments



- Any change in Scope of Work that affects the expiration date and/or the Expected Measurable Outcomes
- Any change in the project budget that cumulatively exceeds **20%** of the original project budget

Amendment Requests



- **Change in Scope of Work or Budget:**
Submit in writing (via e-mail) using the Agreement Amendment form:
 - Description of the change
 - Justification for the change
 - Signature
- **Extension of Grant Agreement (subject to limitations):**
Submit in writing (via e-mail) using the Agreement Amendment form no later than 60 days prior to the award expiration date:
 - Length of additional time required with justification
 - Summary of progress to date
 - Estimate of remaining funds
 - Projected timetable for completion
 - Signature

Amendment Requests



- Non-Profits and State Agencies will submit request directly to Program Coordinator
- Universities will submit request through Sponsored Projects
- Amendment is executed upon both signatures

**ARIZONA DEPARTMENT OF AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
GRANT AWARD AGREEMENT
AMENDMENT**



Arizona Department of Agriculture
Specialty Crop Block Grant Program
1688 W. Adams St.
Phoenix, AZ 85007

SCBGP Grant No. _____

AMENDMENT NO. _____

Grantee Name: _____

Project Title:

Identify the applicable section(s) of the contract that needs to be amended. Describe, in detail, the proposed changes to the contract and provide an explanation for the need for the requested amendment. (Additional pages may be attached if needed).

GRANTEE		DEPARTMENT	
Signature of Authorized Individual	Date	Signature of Authorized Individual	Date
Typed Name		Typed Name	
		Director	
Typed Title		Typed Title	

**ARIZONA DEPARTMENT OF AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
GRANT AWARD AGREEMENT
AMENDMENT**



Arizona Department of Agriculture
Specialty Crop Block Grant Program
1688 W. Adams St.
Phoenix, AZ 85007

SCBGP Grant No. _____

AMENDMENT NO. _____

Grantee Name: _____

Project Title:

Identify the applicable section(s) of the contract that needs to be amended. Describe, in detail, the proposed changes to the contract and provide an explanation for the need for the requested amendment. (Additional pages may be attached if needed).

Principal Investigator Signature

GRANTEE		DEPARTMENT	
Signature of Authorized Individual	Date	Signature of Authorized Individual	Date
Typed Name		Typed Name	
		Director	
Typed Title		Typed Title	

Reporting Requirements



QUARTERLY REPORTS

REIMBURSEMENT REQUEST

FINAL PERFORMANCE REPORT

REPORT IDENTIFICATION

Quarterly Reporting



- **Budget Report – Appendix A**
 - shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed
- **Signed Activity Report – Appendix B**
 - For salaries and benefits charged to the grant
 - Recent change for Colleges and Universities
- **Narrative Report – Appendix C**

Source Documentation



- **Why ALL source documentation?**
 - To confirm the allowability of costs
 - The ADA is accountable to the Federal funding agency – it would be our responsibility to cover (and recover) any unallowable expenses discovered in the future
 - Protects the ADA and the sub-grantee
 - Even if sub-grantee is subject to A-133 audit because auditors are not familiar with SCBGP-FB specific program regulations – only general federal regulations

Source Documentation



- Problems we have found
 - Duplicate charges when multiple grants overlap funding cycles
 - Charges to the incorrect grant when multiple grants are in the same funding cycle
 - Charges to the incorrect grant when multiple grants are in different funding cycles
 - Charges that belonged to a non-SCBGP-FB project
 - Charges not allocated properly between SCBGP-FB and/or non-SCBGP-FB projects
 - Charges for meals during a meeting where participants were not in travel status – also duplicate charges
 - Charges outside of the project period

Source Documentation



- Source documentation will be required until the ADA has determined an acceptable level of risk.

Budget Changes



- Obtain pre-approval from the Program Coordinator before any funds are reallocated within the most recent approved project budget.
- Amend agreement if cumulative budget change(s) exceed **20%** of the project's original total budget.

Budget Change Approval



**Arizona Department Of Agriculture
Specialty Crop Block Grant Program
SCBGP-FB13-XX**

Budget Change Approval Form

Budget Category	Original SCBGP Budget	Change as of: Insert Date	Cumulative Changes	Budget Adjustments	Revised SCBGP Budget					
Personnel Expenses										
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Personnel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Related Expenses (Fringe Benefits)										
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
ERE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel										
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Travel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies										
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Supplies Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional & Outside Services (Contractual)										
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
P&O Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Operating Expenses										
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
OOE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20% of Original Budget								0.00		

Approved by Program Coordinator _____

Date _____

Amendment Required

YES

NO

Use these numbers on your next quarterly report



Example



Arizona Department Of Agriculture
Specialty Crop Block Grant Program

Quarterly Budget Report - (4/1/13 - 6/30/13)

Budget Category	SCBGP Budget	1st Qtr Expenses 12/31/2010	2nd Qtr Expenses 3/31/2011	3rd Qtr Expenses 6/30/2011	4th Qtr Expenses 9/30/2011	5th Qtr Expenses 12/31/2011	6th Qtr Expenses 3/31/2012	7th Qtr Expenses 6/30/2012	8th Qtr Expenses 9/30/2012	9th Qtr Expenses 12/31/2012	10th Qtr Expenses 3/31/2013	11th Qtr Expenses 6/30/2013	Cummulative Expenses	Budget Remaining
Personnel Expenses														
.50 Research Specialist	58,269.00	744.17	4,465.00	5,506.84	4,167.34	5,209.18	4,464.98	5,581.27	4,108.69	5,229.27	5,576.32	11,205.60	56,258.66	2,010.34
Personnel Total	58,269.00	744.17	4,465.00	5,506.84	4,167.34	5,209.18	4,464.98	5,581.27	4,108.69	5,229.27	5,576.32	11,205.60	56,258.66	2,010.34
Employee Related Expenses (Fringe Benefits)														
.50 Research Specialist (ERE)	23,949.00	334.13	2,004.77	2,472.55	1,821.12	2,276.40	1,951.19	2,439.00	2,000.93	2,546.65	2,715.69	5,457.15	26,019.58	-2,070.58
ERE Total	23,949.00	334.13	2,004.77	2,472.55	1,821.12	2,276.40	1,951.19	2,439.00	2,000.93	2,546.65	2,715.69	5,457.15	26,019.58	-2,070.58
Travel														
Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Travel Total	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
TOTALS	85,218.00	1,078.30	6,469.77	7,979.39	5,988.46	7,485.58	6,416.17	8,020.27	6,109.62	7,775.92	8,292.01	16,662.75	82,278.24	2,939.76

Example



**Arizona Department Of Agriculture
Specialty Crop Block Grant Program
SCBGP-FB10-XX
Budget Change Approval Form**

Budget Category	Original SCBGP Budget	Change as of: 6/30/2013	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Cumulative Changes	Budget Adjustments	Revised SCBGP Budget
Personnel Expenses								
.50 Research Specialist	58,269.00	0.00	0.00	0.00	0.00	0.00		58,269.00
Personnel Total	58,269.00	0.00	0.00	0.00	0.00	0.00	0.00	58,269.00
Employee Related Expenses (Fringe Benefits)								
41.1 % of Research Specialist	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58		26,019.58
ERE Total	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58	0.00	26,019.58
Travel								
Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	(2,070.58)	929.42
Travel Total	3,000.00	0.00	0.00	0.00	0.00	0.00	-2,070.58	929.42
TOTALS	85,218.00	2,070.58	0.00	0.00	0.00	2,070.58	-2,070.58	85,218.00
20% of Original Budget						17,043.60		

Lisa A. James
Approved by Program Coordinator

8/26/2013
Date

Amendment Required

YES

NO

Use these numbers on your next quarterly report

Allowable Costs



- State, Local and Tribal Governments - [2 CFR 225](#) (OMB Circular A-87).
- Colleges and Universities - [2 CFR 220](#) (OMB Circular A-21).
- Non-Profits - [2 CFR 230](#) (OMB Circular A-122).
- For Profits - [48 CFR Part 31.2](#).

Criteria for Allowability



- No matter which cost principles apply:
 1. Reasonable and necessary;
 2. Permissible under the project;
 3. Allocable to the project;
 4. Consistently treated as either a direct or an indirect cost;
 5. Not included as a cost or a match/cost-share for another federal program, unless specifically authorized;
 6. Net of all applicable credits; and
 7. Adequately documented

Allocability



- You must be able to document a reasonable allocation for costs that have the potential to benefit other projects for items such as:
 - Printer ink
 - Vehicle maintenance
 - Lab supplies

Exclusions



- No administration/indirect costs may be allotted to the projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.az.gov/publications/SAAM/default.asp>.
 - NOT FEDERAL TRAVEL POLICIES
- Funding cannot be utilized for meals, with the exception of the actual cost of meals (not exceeding State rates) consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

Support of Salaries and Wages (Activity Reports)



- Comply with [2 CFR Part 225](#) or [2 CFR Part 230](#), Appendix B, 8
- Based on documented payrolls
 - kept in grantee's files for review by the Grant Program Coordinator and Federal Agency
- Employees who work solely on grant must:
 - support their salaries and wages with a signed "certification" at least semiannually
- Employees who work on multiple activities must support their salaries and wages with activity reports that:
 - include after-the-fact reporting of actual distribution of activities
 - account for total (salary and ERE) of the employee's compensated activities
 - include the employee's signature
 - prepared at least monthly and coincide with one or more pay periods

Activity Report– Appendix B



**Specialty Crop Block Grant Program
Quarterly Activity Report
SCBGP-FB13-XX
XXX 2013 thru XXX 2014**

APPENDIX B

Month	(Enter Employee Name)	Hours
(Enter Month)	(Enter a general (broad) description of activities for the month)	
(Enter Month)	(Enter a general (broad) description of activities for the month)	
(Enter Month)	(Enter a general (broad) description of activities for the month)	
Total Hours		0
Total Amount Compensated - equals salary and ERE		\$ -

Please Certify that these hours were for the Specialty Crop Block Grant Program only

Signature of Employee (Please print this form and sign)

Date

Colleges and Universities



- Effort Certification for Salaries and Wages – The Grantee shall submit an effort certification for any salaries and wages charged to the grant. The effort certification will be submitted semi-annually in accordance with 2 C.F.R. Part 220 (OMB Circular A-21). *A signed activity report (Appendix B) will be submitted for any salaries and wages that are charged to the grant, but not included in the semi-annual effort certification.* The signed activity report will be submitted no later than forty five (45) calendar days after the Agreement termination date.
- Effective date is October 1, 2013
- SCBGP-FB11 and SCBGP-FB12 agreements will be amended

Narrative Report– Appendix C



APPENDIX C

Arizona Department of Agriculture
Specialty Crop Block Grant Program (SCBGP)
FFY 2014 Quarterly Report
Grant Award Agreement #SCBGP-FB13-XX

Project Title

(Enter project title here)

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.
 - a. First Quarter (Oct. 2013 – Dec. 2013) Activities:
 -
 - b. Second Quarter (Jan. 2014 – Mar. 2014) Activities:
 -
 - c. Third Quarter (Apr. 2014 – June 2014) Activities:
 -
 - d. Fourth Quarter (July 2014 – Sept. 2014) Activities:
 -

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.

Quarterly Reporting Schedule



Reporting Periods

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

Report Due on or before

January 31

April 30

July 31

October 31

Failure to submit timely reports may result in the forfeiture of payments. Reporting compliance is also a criteria that future grant applications are weighed upon.

Reimbursement Requests



- May be submitted with each quarterly report or less frequently if no expenses have been incurred.
- Must obtain pre-approval from the Program Coordinator before any funds are reallocated within the most recent approved project budget.
- Universities do not complete reimbursement requests. Invoices and documentation are submitted by Sponsored Projects.

REIMBURSEMENT REQUEST



Arizona Department of Agriculture
Specialty Crop Block Grant Program – Farm Bill
1688 W. Adams St.
Phoenix, AZ 85007

SCBGP-FB Grant No. _____

Quarterly Report Annual Report

Grantee Name: _____

Final Report Other

Time Period (mo/year): From _____ To _____

Project Title:

Identify Completed Tasks:

Total \$ for time period: _____

Grantee Certification:

I certify that this report and supporting documentation has been examined by me, and to the best of my knowledge and belief, the reported expenditures are actual and valid, based upon our official accounting records (books of accounts) and are consistent with the terms of the Grant Agreement.

Authorized Signature: _____

Date: _____

Title: _____

Program Coordinator Certification:

Performance and documentation satisfactory for payment

No payment due.

Comments:

Program Coordinator Signature / Date

Final Performance Reports



- A final report must be submitted to the Program Coordinator no later than forty five (45) calendar days after the Agreement termination date.
- The final report must be approved by the Program Coordinator and AMS.
- ADA will not disburse final payment until all requirements of the Agreement have been fulfilled.
- All remaining grant funds or outstanding grant funds must be reconciled.
- The final narrative report shall address all points listed in Appendix E or page 16 of agreement, “Final Performance Reporting Requirements.”

Failure to submit timely final reports may result in the forfeiture of final payment.

Report Identification



- Identify the Agreement number in all reports submitted to the Program Coordinator.
- The Grantee shall include the following language in all reports prepared for this Agreement and in **any publications, printed materials and audio visuals generated** with the financial support of the Arizona Department of Agriculture:

“The Arizona Department of Agriculture, Agricultural Consultation and Training has funded all or a portion of this Project using Specialty Crop Block Grant funds provided by the USDA, Agricultural Marketing Service.”

“The views or findings presented are the Grantee’s and do not necessarily represent those of the Arizona Department of Agriculture, the State of Arizona or the USDA.”

Reporting Processes



UNIVERSITY PROCESS

NON-UNIVERSITY PROCESS

REPORT SUBMISSION

University Process



- Quarterly narrative reports submitted to Program Coordinator by PI
- All quarterly budget reports and source documentation submitted directly to Program Coordinator by Sponsored Projects
- Semi-annual effort certification submitted to Program Coordinator by Sponsored Projects
- Final Performance Reports and applicable signed activity reports submitted to Program Coordinator by PI

Non-University Process



- All reports (including Activity Reports), source documentation, reimbursement requests, amendment forms, etc. submitted directly to Program Coordinator

Report Submission



- Reports, source documentation, forms, etc. must be submitted to the Program Coordinator via electronic mail
- Narrative portions must be submitted in Word format
- Forms requiring signatures may be submitted via fax or scanned PDF

Site-Visits



- The ADA may conduct site-visits or desk reviews in the summer of 2014.

Forms and Contacts



- All forms are available on-line at:

<http://www.azda.gov/ACT/SCBGP.aspx>

Lisa James or Ashley Worthington
Program Coordinators
Arizona Department of Agriculture
1688 West Adams Street
Phoenix, Arizona 85007
Phone: 602-542-3262 or 602-542-0972
Toll Free: 800-294-0308
Fax: 602-364-0830
Email: ljames@azda.gov or aworthington@azda.gov

QUESTIONS?

