

# **Arizona Department of Agriculture**

## **Agricultural Consultation and Training**



### **SPECIALTY CROP BLOCK GRANT PROGRAM**

### **POST-AWARD WORKSHOP**

**LISA A. JAMES**  
**GRANT PROGRAM MANAGER**

**ASHLEY ESTES**  
**GRANT PROGRAM COORDINATOR**

# Participation



- Attendance is **mandatory** (due to new process) **if** any of the following applies:
  1. You are responsible for submitting SCBGP quarterly and final reports for a grant(s) in the FB18 or 2019 grant cycles.

# Today's Agenda



- Tips and Tricks for reporting templates
- New reporting process using the eCivis Portal
- All remaining processes and requirements for new Grantees

# Reporting on Objectives, Outcomes and Indicators



**SIDE BY SIDE COPY/PASTE**

**REPORTING ON TRAVEL**

# Reporting on Objectives



SCBGP\_QuarterlyProjectReportTemplate\_011520.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER ACROBAT Lisa James

Project Title: Enter Project Title as Stated on the Grant Agreement.  
 Organization Name: Enter Recipient Organization Name.  
**Project Contact**  
 Name: Enter the Project Contact's Name.  
 Phone: Enter the Project Contact's Phone Number.  
 Email: Enter the Project Contact's Email.

**PERIOD OF PERFORMANCE - OCTOBER 2019 - DECEMBER 2019**

**PERFORMANCE NARRATIVE**

**ACTIVITIES PERFORMED**

Address the below sections as they relate to this reporting period.

**ACCOMPLISHMENTS**

Estimate the Total Percentage (%) of Work Completed on the Project.....Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project's objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

#	Accomplishment/Activity	Relevance to Objective
1		
2		
3		
4		

**CHALLENGES AND DEVELOPMENTS**

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. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

#	Challenge or Development	Corrective Action or Project Change
1		

Page | 1

PAGE 1 OF 9 1450 WORDS

SCBGP19-02 Grant Award Agreement.doc [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER ACROBAT Lisa James

developing a standards-based curriculum package, an on-line education campaign through social media videos, and Garden Grant Program to highlight the importance of specialty crops to our state's economy and our everyday lives.

**G. PROJECT BUDGET:**  
 (The Grantee must obtain pre-approval from the Program Coordinator before any funds are reallocated within the original/approved budget.)

Budget Summary		Funds Requested
Expense Category		
Personnel		\$1,200
Fringe Benefits		\$0
Travel		\$0
Equipment		\$0
Supplies		\$3,125
Contractual		\$12,100
Other		\$15,000
<b>Direct Costs Subtotal</b>		<b>\$31,425</b>
<b>Indirect Costs</b>		<b>\$0</b>
<b>Total Budget</b>		<b>\$31,425</b>

**H. PROJECT OBJECTIVES:**

- Educate students and consumers about a new Arizona Specialty Crop each month for 10 months.
- Provide students and consumers with their food story: where it is coming from, who is producing it, and the care that goes into the production.
- Produce accurate information about specialty crop production that will be readily available to consumers through social media videos.
- Provide consumers and students with an on the farm experience without ever leaving the classroom through 360-farm tour videos.
- Provide students an outdoor learning experience that will help them become a part of their food story as part of the school garden project.

Safe to edit

PAGE 6 OF 7 1691 WORDS

# Reporting on Travel



- E-mail sent on June 4, 2019
- Will re-send to include new grantees
- Include travel activities in Accomplishments section
- Out-of-State travel **MUST** be pre-approved

# Reporting on Outcomes and Indicators



SCBGP\_QuarterlyProjectReportTemplate\_011520.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER ACROBAT Lisa James

Cambria (Body) 11

Normal Section in... No Spacing

#	Challenge or Development	Corrective Action or Project Change
2		
3		
4		

**OUTCOME AND INDICATOR RESULTS TO DATE**

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. 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 the progress to date.

#	Outcome/Indicator	Quantifiable Results
1		
2		
3		
4		

**DISCUSSION OF ACTIVITIES PERFORMED (IF NEEDED)**

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

**UPCOMING ACTIVITIES**

Describe activities you plan to complete during the next reporting period.

#	Activity	Anticipated Completion
1		
2		
3		
4		

**PROJECT EXPENDITURES TO DATE**

**EXPENDITURES**

Cost Category	Total Federal Expenditures To Date (Federal Funds ONLY)
<b>Total Federal Costs</b>	

PAGE 2 OF 9 1450 WORDS 120%

SCBGP19-02 Grant Award Agreement.doc (Compatibility Mode) - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER ACROBAT Lisa James

Times New Roman 12

Emphasis Heading 1 Heading 2

**GRANT AWARD AGREEMENT**

**GRANT NO. SCBGP19-02** Page 7 of 7

**I. EXPECTED MEASURABLE OUTCOMES:**

**Outcome 2, Indicator 1.a.**  
Of the 250 total number of children and youth reached, the number that gained knowledge about eating more specialty crops: 225. [Although the project will reach over 75,000 students and adults, we will only be collecting data on 250 students]

**Outcome 2, Indicator 1.b.**  
Of the 250 total number of children and youth reached, the number that reported an intention to eat more specialty crops: 225. [Although the project will reach over 75,000 students and adults, we will only be collecting data on 250 students]

**Outcome 2, Indicator 2.a.**  
Of the 250 total number of adults reached, the number that gained knowledge about eating more specialty crops: 225. [Although the project will reach over 75,000 students and adults, we will only be collecting data on 250 adults]

**Outcome 2, Indicator 2.b.**  
Of the 250 total number of adults reached, the number that reported an intention to eat more specialty crops: 225. [Although the project will reach over 75,000 students and adults, we will only be collecting data on 250 adults]

**J. APPENDICES**

The following Appendices are attached and incorporated into this Agreement.

APPENDIX A: Quarterly Budget Report Template  
 APPENDIX B: Quarterly Performance Report Template  
 APPENDIX C: Quarterly Activity Report Template (for Salaries and Wages)  
 APPENDIX D: Final Performance Report Template  
 APPENDIX E: Standard Terms and Conditions

PAGE 7 OF 7 1691 WORDS 120%

# Narrative Attachments



- Reporting templates may be limiting
- If you have trouble formatting the text within your report templates, i.e. bolding, italics, etc. There is a fix for that. Right click in the area that you are trying to edit. It will display a gray line around the text box. Choose “Remove Content Control” from the right click menu. This should enable you to apply formatting to the text.
- Include tables or references in attachments/appendices

# Reporting Processes



**UNIVERSITY PROCESS**

**NON-UNIVERSITY PROCESS**

**REPORT SUBMISSION**

# University Process



- Quarterly narrative reports submitted via eCivis Portal by PI
- All quarterly budget reports and source documentation submitted via eCivis Portal by Sponsored Projects Post Award Team
- Semi-annual effort certification submitted via e-mail (for now) to Program Coordinator by Sponsored Projects Post Award Team
- Final Performance Reports and applicable signed activity reports submitted via eCivis Portal by PI

# Non-University Process



- All reports (including applicable signed Activity Reports), source documentation, reimbursement requests, amendment forms, etc. submitted via eCivis Portal

# Report Submission



- Reports, source documentation, forms, etc. must be submitted via the eCivis Portal
- Narrative portions must be submitted in Word format per applicable report template
- Forms requiring signatures may be scanned and submitted via the eCivis Portal

# New eCivis Portal



**PORTAL ACCESS**

**USER ROLES**

**FINANCIAL REPORTS**

**ACTIVITY (NARRATIVE) REPORTS**

# Portal Access



## Welcome to the Portal



This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

or



[Forgot Password?](#)

[Don't have an account?](#)

Create an account

eCivis Grants Network user?  
Use your existing login above and the eCivis Login button.

# Portal Access



- Always login using the “Portal Login” button

Portal Login

- Create an account if necessary and follow onscreen instructions

Don't have an account?

Create an account

# Portal Access



☰ My Applications

**🏆 My Awards**

👤 My Profile



Lisa James [Log out](#)

## My Awards

Show 10 entries

Search:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 10/31/19	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 8/31/20	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 7/31/19	Owner	⋮
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	⋮

# User Roles



The screenshot displays a user interface for 'My Awards'. On the left is a dark sidebar with navigation options: 'My Applications', 'My Awards' (highlighted), and 'My Profile'. The main content area shows a table of awards with columns for Grant Title, Award Status, Notification Date, Performance Period, Role, and Actions. The first row's 'Role' is 'Owner' and is highlighted with a red box. The user 'Lisa James' is logged in, as indicated by the profile icon and name in the top right.

My Awards

Show 10 entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 10/31/19	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 8/31/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 7/31/19	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	

**THE OWNER IS THE PERSON WHO SUBMITTED THE ORIGINAL APPLICATION**

# User Roles



**My Awards**

Show  entries Search:

Grant Title	Award Status	Notification Date	Performance Period	Role	Actions
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 6/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 7/31/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 4/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Team Member	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Team Member	

Showing 1 to 10 of 12 entries

Previous 1 2 Next

Reload

**A TEAM MEMBER IS INVITED TO THE WORKSPACE BY THE OWNER**

# User Roles



- Both Owners and Team Members will have the ability to submit reports
- The University's Sponsored Projects Post Award Team will use one profile as a Team Member
- Owners can add Team Members by sending an invitation to their e-mail address

# Adding a Team Member



My Awards ^

Show  entries Search:

Grant Title 	Award Status 	Notification Date 	Performance Period 	Role 	Actions 
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	 Manage Award 
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 10/31/19	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 8/31/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 7/31/19	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 9/30/20	Owner	
Specialty Crop Block Grant Program - 2018	Awarded	01/07/2020	10/1/18 - 3/31/20	Owner	

# Adding a Team Member



## Award Dashboard

Award Detail

[View Budget](#)

[Submit Financial Report](#)

[Submit Activity Report](#)

[Request Grant Amendment](#)

[Manage Project Team](#)

**Subrecipient:** [REDACTED]

**Program:** Specialty Crop Block Grant Program -  
2018

**Project:** [REDACTED]

**Award ID:** [REDACTED]

**Approval Date:** 01/07/2020

**EIN:** [REDACTED]

**Approved amount:** \$58,800.00 [+](#)

Total Federal Award: \$0.00

Total Non-Federal Award: \$58,800.00

**Total Match:** \$0.00

**Performance period:** 10/01/2018 - 09/30/2020

# Adding a Team Member



## Project Team

### Award Detail

[Back to Award Detail](#)

#### Specialty Crop Block Grant Program - 2018 Awarded

Awarded by: Arizona

Approved amount: \$58,800.00

Match type:

Performance period: 10/01/2018 -09/30/2020

### Project Team



[Add Team Member](#)

Show  entries

Search:

# Adding a Team Member



The screenshot shows a dialog box titled "Add Project Team Member" with a close button (x) in the top right corner. Below the title, it says "The following person will be invited to your project to help collaborate." There is a label "Email address:" followed by a text input field containing "ljames@azda.gov". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Add Member". The "Add Member" button is highlighted with a red rectangular border.

**AN INVITATION WILL BE SENT TO THE E-MAIL ADDRESS**

# Adding a Team Member



Lisa James has invited you to join their grant project team on the eCivis Portal

Project Name: Test 2

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal:

[Review Invitation on the eCivis Portal](#)

Sincerely,

*eCivis Support Team*

[support@ecivis.com](mailto:support@ecivis.com)

(877) 232-4847, option 2, 8am-5pm PT

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eCivis, Inc.

418 N. Fair Oaks Ave, Suite 301, Pasadena, CA 91103

# Adding a Team Member



Project Team ▲

[Add Team Member](#)

Show  entries Search:

Invitation Email	Accepted By	Status	Actions
[REDACTED]		Pending	<span>☰</span>

Project Team ▲

[Add Team Member](#)

Show  entries Search:

Invitation Email	Accepted By	Status	Actions
[REDACTED]	[REDACTED]	Accepted	<span>☰</span>

# Un-Invite or Remove a Team Member



## Project Team

Add Team Member

Show 10 entries

Search:

Invitation Email	Accepted By	Status	Actions
[Redacted]	[Redacted]	Accepted	[Menu]
[Redacted]		Pending	[Menu]

Showing 1 to 2 of 2 entries

- Resend Invitation
- Delete Invitation

Prev

## Project Team

Add Team Member

Show 10 entries

Search:

Invitation Email	Accepted By	Status	Actions
[Redacted]	[Redacted]	Accepted	[Menu]

Showing 1 to 1 of 1 entries

Remove Team Member

Previous

# Submit Financial Report



## Award Dashboard

Award Detail

[View Budget](#)

[Submit Financial Report](#)

[Submit Activity Report](#)

[Request Grant Amendment](#)

[Manage Project Team](#)

Subrecipient: [REDACTED]

Program: Specialty Crop Block Grant Program -  
2018

Project: [REDACTED]

Award ID: [REDACTED]

Approval Date: 01/07/2020

EIN: [REDACTED]

Approved amount: \$58,800.00 [+](#)

Total Federal Award: \$0.00

Total Non-Federal Award: \$58,800.00

Total Match: \$0.00

Performance period: 10/01/2018 - 09/30/2020

# Submit Financial Report



## Pending Tasks ▲

Show  entries

Search:

Task Type	Due Date	Actions
Activity Report Request	01/31/2020	
Financial Report Request	01/31/2020	
Financial Report Request	04/30/2020	<div style="border: 2px solid red; padding: 5px;"><a href="#">Create Financial Report</a> <a href="#">Mark Task Complete</a></div>
Activity Report Request	04/30/2020	

# Submit Financial Report



## Financial Report

Award Detail

[Back to Award Detail](#)

**Specialty Crop Block Grant Program - 2018**

**Awarded**

Awarded by: Arizona

Approved amount: \$58,800.00

Match type:

Performance period: 10/01/2018 -09/30/2020

### Award Financial Overview ▲

This overview will update in real time as you complete your financial request. The data here reflects all submitted spending reports, even those still in the approval process.

	Spend	Match	Spend + Match
<b>Award Total Spend</b>	\$ 0.00	\$ 0.00	\$ 0.00
	0.00 %	0.00 %	
<b>Award Remaining</b>	\$ 58,800.00	\$ 0.00	\$ 58,800.00
<b>Award Total Program Income</b>	Received		Expended
	\$ 0.00	\$ 0.00	

**AWARD FINANCIAL OVERVIEW MAY NOT BE ACCURATE UNTIL A LATER DATE**

# Submit Financial Report



## Financial Report Details

Reporting Period: \*

10/01/2019 12/31/2019 Apply Cancel

Oct 2019							Nov 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

5. Supplies \$ 0.00 \$ 0.00 \$ 0.00

# Submit Financial Report



Category	Spend	Match	Spend + Match	Award Remaining
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,800.00
7. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,000.00
<b>Program Income</b>	<b>Received</b>	<b>Expended</b>		
	\$ 0.00	\$ 0.00		
<b>Report Total</b>	<b>Spend</b>	<b>Match</b>	<b>Spend + Match</b>	
	\$ 0.00	\$ 0.00	\$ 0.00	
	0.00 %	0.00 %		

**DISREGARD ENTRY BY CATEGORY AT THIS TIME**

# Submit Financial Report



Reimbursement Request\*

\$ 0.00

This is my final report

## Financial Report Narrative \*

Please develop your narrative below including key metrics, spending details, and other pertinent details.

</>

H1

H2

H3

**B**

*I*

U



See Attached

# Submit Financial Report



## Financial Report Files

Please upload any files necessary For your financial report. This may include financial transactions, receipts, program income, etc...

Upload File 

Show 10 entries

Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

Previous Next

Submit Report

Cancel

**UPLOAD BUDGET REPORT AND SOURCE DOCUMENTATION**

# Submit Activity (Narrative) Report



## Award Dashboard

Award Detail

[View Budget](#)

[Submit Financial Report](#)

[Submit Activity Report](#)

[Request Grant Amendment](#)

[Manage Project Team](#)

**Subrecipient:** [REDACTED]

**Program:** Specialty Crop Block Grant Program -  
2018

**Project:** [REDACTED]

**Award ID:** [REDACTED]

**Approval Date:** 01/07/2020

**EIN:** [REDACTED]

**Approved amount:** \$58,800.00 [+](#)

Total Federal Award: \$0.00

Total Non-Federal Award: \$58,800.00

**Total Match:** \$0.00

**Performance period:** 10/01/2018 - 09/30/2020

# Submit Activity (Narrative) Report



## Pending Tasks

Show  entries

Search:

Task Type	Due Date	Actions
Activity Report Request	01/31/2020	
Financial Report Request	01/31/2020	
Financial Report Request	04/30/2020	
Activity Report Request	04/30/2020	

Create Activity Report

Mark Task Complete

# Submit Activity (Narrative) Report



## Activity Report

Reporting Period: \*

10/01/2019 12/31/2019 Apply Cancel

Oct 2019							Nov 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

# Submit Activity (Narrative) Report



## Activity Report

### Reporting Period: \*

10/01/2019 - 12/31/2019

Please develop your narrative below including key metrics, and other pertinent details.

### Report Narrative: \*



See Attached

# Submit Activity (Narrative) Report



## Activity Report Files

Please upload any files necessary for your activity report.

Upload File 

Show 10 entries

Search:

File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

Previous Next

Submit Report

Cancel

**UPLOAD QUARTERLY REPORT TEMPLATE AND APPLICABLE  
ACTIVITY REPORT FOR PERSONNEL**

# 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.**

# Upcoming Grant Cycle



- We will soon begin working on the Grant Manual (Call for Proposals) for the 2020 grant cycle.
- We anticipate the announcement to be in early February with an application due date of mid-late March.
- If you are planning to apply, we highly encourage you to participate in our pre-award webinar which will be scheduled in February. The exact date will be published in the Grant Manual.
- There will be revised instructions for submitting applications to accommodate the new SRM system.

# Site-Visits



- AMS may conduct site-visit to AZDA this Spring
- The AZDA may conduct site-visits or desk reviews in the summer of 2020.
- Additional training for new Sub-Recipient Management System

# QUESTIONS?



# New Grantees



- Grant Award Agreements
- Administrative Requirements
- Federal Cost Principles
- Reporting requirements
- Reporting processes

# 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. SCBGP19-XX

Page 2 of 6

**COVER PAGE**

<b>Project Title:</b>						
<b>Specialty Crop Block Grant Award Amount:</b>					<b>Project Type:</b>	
					Education	
					Marketing	
					Research	
<b>Entity Type:</b>	Non-Profit	X	For Profit		University	Government Non-University
<b>This Agreement shall become effective:</b> Upon the date it is executed by both parties.						
<b>Termination Date:</b> September 30, 201X						
<b>STATEMENT OF AGREEMENT</b>						
<p>This Agreement is entered into by XXXXXXXXXXXX (GRANTEE) and the ARIZONA DEPARTMENT OF AGRICULTURE (AZDA), 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 Agreement and to abide by all contractual and regulatory obligations governing the expenditure of SCBGP funds. The Grantee's DUNS# is XXXXXXXXXXXX.</p> <p>These funds are made available by the 2019 Specialty Crop Block Grant Program, number 10.170, through agreement #AM190100XXXXG050, dated September 17, 2019, between the United States Department of Agriculture – Agricultural Marketing Service (USDA-AMS) and the AZDA. The total Federal award for the agreement is \$1,563,580.76.</p> <p>This Agreement, including the Scope of Work, Standard Terms and Conditions (Appendix E), and all other Appendices, which are attached and incorporated hereto, shall constitute the entire agreement between the parties, superseding any and all other oral or written understandings.</p> <p style="text-align: center;">The parties hereto agree to carry out the provisions of this Agreement.</p>						
<b>GRANTEE</b>				<b>AZDA</b>		
<b>Signature of Authorized Signer</b>		<b>Date</b>		<b>Signature</b>		<b>Date</b>
				Mark W. Killian		
<b>Printed Name</b>				<b>Printed Name</b>		
				Director		
<b>Printed Title</b>				<b>Printed Title</b>		

# 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 the areas.

# Provisions



- Standard Terms and Conditions – Appendix E
  - Governing Law
  - Licenses and Permits
  - Audit of Records
  - Project Period
  - Payments
  - Unexpended Funds
  - Recoupment of Payment
  - Amendments

# Provisions



- **Governing Law**

- The Specialty Crop Block Grant Program is governed by applicable laws of the United States, the Code of Federal Regulations, the currently effective Agricultural Marketing Service (“AMS”) Grants Division General Terms and Conditions (“USDA-AMS Terms”)

- **Licenses and Permits**

- The Grantee shall obtain and maintain all licenses, permits, and authorizations necessary to perform its obligations under the Agreement. The Grantee is responsible for compliance with all applicable local, state, and federal laws.
- AZDA does not determine which, if any, permits are required for the Project nor does it review permits for accuracy or appropriateness. The Grantee is responsible for determining that all necessary permits that apply to the Project are identified and obtained.

# Provisions



- **Audit of Records (Records Retention)**
  - 5 years from expiration date
- **Project Period**
  - Execution Date is date of last signature
  - Expiration Date as indicated in the agreement (based on proposed timeline)
  - Expenses must be incurred within the project period with the exception of approved pre-award costs
- **Payments**
  - **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

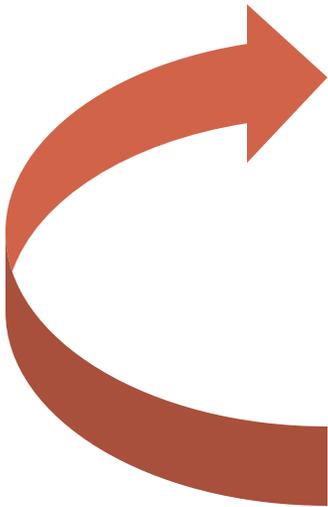


- **Unexpended Funds**
  - Must notify AZDA of potential unspent funds as soon as possible
  - No later than 60 days prior to expiration date
  - **Agreements are limited to two years with limited no-cost extensions**
- **Recoupment of Payments**
  - The AZDA will demand repayment of any reimbursed expenses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

# Scope of Work



- Contact Information
- Prior Approval Requirements
- Deliverables – reported in performance reports
- Project Summary (Abstract from Application)
- Project Budget
- **Objectives and Expected Measurable Outcomes**



# National Outcome Measures



- Beginning with FB16 AMS is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of this program. By collecting, aggregating, and reporting performance data across all states and territories, AMS can share the impact of the SCBGP with all stakeholders, including the Office of Management and Budget (OMB), Congress, the agricultural community, and the general public.
- Therefore, each project submitted in the State Plan must include at least one of eight outcomes depending on the type of project.
- The new farm bill amendment will likely bring changes to these measures as it gives the Secretary of Agriculture and the State departments of agriculture the ability to establish the measures for the program in consultation with specialty crop stakeholders.

# Examples of Outcomes and Indicators



## **Outcome 2, Indicator 1.a.**

Of the 500 total number of children and youth reached, 475 will gain knowledge about eating more specialty crops.

## **Outcome 5, Indicator 8**

Number of growers/producers that gained knowledge about science-based tools through outreach and education programs: 50 growers/producers and 100 PCA's.

## **Outcome 7, Indicator 5**

Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) 8

# Changes Requiring Notification



- Change in Key Personnel or Leadership
- Absence of Key Personnel or leadership for a period of more than 3 months
- Reduction of time devoted to managing the project by 25% or more
- Significant changes to the Scope or Objectives 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
- Pre-award costs that were not included in the original proposal

# Changes Requiring Notification



- Change in Contractual activities, i.e. changing from one contractor to another
- Specific allowable costs that were not included in the original proposal:
  - Rental of Land
  - Special Purpose Equipment
  - Organization Costs
  - Rearrangement and Reconversion Costs
  - Entertainment
  - Selling and Marketing Costs
  - Participant Support Costs
- Change in the sub-grantee name or address
- Send an email to the Program Coordinator

# Changes Requiring Amendments



- The Program Coordinator will determine if the change requires an amendment to the grant agreement and will request the necessary information.

# Amendment Requests After Determination



- Non-Profits and State Agencies will submit amendment request via the eCivis Portal
- Universities will submit request through Sponsored Projects and via the eCivis Portal
- 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
		Mark W. Killian	
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
  - Initial reports will be prepared by SCBGP staff
- **Narrative Report – Appendix B**
  - New template effective October 2018
- **Signed Activity Report – Appendix C**
  - For salaries and benefits charged to the grant
  - Effort reports for Colleges and Universities

# Source Documentation



- **Why ALL source documentation?**
  - To confirm the allowability of costs
  - The AZDA 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 AZDA and the sub-grantee
  - Even if sub-grantee is subject to A-133 audit because auditors are not familiar with SCBGP 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 project
  - Charges not allocated properly between SCBGP and/or non-SCBGP projects
  - Charges for meals during a meeting where participants were not in travel status – also duplicate charges
  - Charges for alcoholic beverages during travel status
  - Charges outside of the project period
  - Charges for supplies purchased with funds from another federal program – double dipping



# Budget Changes



- Obtain pre-approval from the Program Coordinator before any funds are reallocated within the most recent approved project budget.

# Budget Change Approval



Arizona Department Of Agriculture  
Specialty Crop Block Grant Program  
SCBGP-FB18-XX  
Budget Change Approval Form

Budget Category	Original SCBGP Budget	Change as of: Insert Date	Cumulative Changes	Budget Adjustments	Revised SCBGP Budget					
<b>Personnel Expenses</b>										
(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
<b>Personnel Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Employee Related Expenses (Fringe Benefits)</b>										
(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
<b>ERE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Travel</b>										
(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
<b>Travel Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Supplies</b>										
(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
<b>Supplies Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Professional &amp; Outside Services (Contractual)</b>										
(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
<b>P&amp;O Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Operating Expenses</b>										
(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
<b>OOE Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>20% of Original Budget</b>								<b>0.00</b>		

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
<b>TOTALS</b>	<b>85,218.00</b>	<b>1,078.30</b>	<b>6,469.77</b>	<b>7,979.39</b>	<b>5,988.46</b>	<b>7,485.58</b>	<b>6,416.17</b>	<b>8,020.27</b>	<b>6,109.62</b>	<b>7,775.92</b>	<b>8,292.01</b>	<b>16,662.75</b>	<b>82,278.24</b>	<b>2,939.76</b>

# Example



**Arizona Department Of Agriculture  
Specialty Crop Block Grant Program  
SCBGP-FB14-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
<b>Personnel Expenses</b>								
.50 Research Specialist	58,269.00	0.00	0.00	0.00	0.00	0.00		58,269.00
<b>Personnel Total</b>	58,269.00	0.00	0.00	0.00	0.00	0.00	0.00	58,269.00
<b>Employee Related Expenses (Fringe Benefits)</b>								
41.1 % of Research Specialist	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58		26,019.58
<b>ERE Total</b>	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58	0.00	26,019.58
<b>Travel</b>								
Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	(2,070.58)	929.42
<b>Travel Total</b>	3,000.00	0.00	0.00	0.00	0.00	0.00	-2,070.58	929.42
<b>TOTALS</b>	<b>85,218.00</b>	<b>2,070.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,070.58</b>	<b>-2,070.58</b>	<b>85,218.00</b>
<b>20% of Original Budget</b>						<b>17,043.60</b>		

Lisa A. James  
Approved by Program Coordinator

8/26/2014  
Date

Amendment Required

YES

NO

Use these numbers on your next quarterly report

# Allowable Costs



- State, Local and Tribal Governments - [2 CFR 200](#).
- Colleges and Universities - [2 CFR 200](#).
- Non-Profits - [2 CFR 200](#).
- 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).

# Narrative Report– Appendix B



## QUARTERLY PERFORMANCE REPORT

### QUARTERLY PROJECT REPORT TEMPLATE

A Quarterly Performance Report must be received within 30 days after the close of each quarter for the length of the project (see reporting schedule below).

<b>Reporting Periods</b>	<b>Report Due on or before</b>
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

### PROJECT INFORMATION

<b>Project Title</b>	Enter Project Title as Stated on the Grant Agreement.
<b>Organization Name:</b>	Enter Recipient Organization Name.
<b>Project Contact</b>	
<b>Name:</b>	Enter the Project Contact's Name.
<b>Phone:</b>	Enter the Project Contact's Phone Number.
<b>Email:</b>	Enter the Project Contact's Email.

### PERIOD OF PERFORMANCE – OCTOBER 2018 – DECEMBER 2018

### PERFORMANCE NARRATIVE

#### ACTIVITIES PERFORMED

Address the below sections as they relate to this reporting period.

#### ACCOMPLISHMENTS

Estimate the Total Percentage (%) of Work Completed on the Project.....Enter Percent%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project's objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

#	Accomplishment/Activity	Relevance to Objective
1		
2		
3		
4		

#### CHALLENGES AND DEVELOPMENTS

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. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

#	Challenge or Development	Corrective Action or Project Change
1		

# Narrative Attachments



- Reporting templates may be limiting
- If you have trouble formatting the text within your report templates, i.e. bolding, italics, etc. There is a fix for that. Right click in the area that you are trying to edit. It will display a gray line around the text box. Choose “Remove Content Control” from the right click menu. This should enable you to apply formatting to the text.
- Include tables or references in attachments/appendices

# Support of Salaries and Wages (Activity Reports)



- Comply with [2 CFR Part 200.430](#)
- 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 C



**Specialty Crop Block Grant Program  
Quarterly Activity Report  
SCBGP-FB18-XX  
XXX 2019 thru XXX 2019**

**APPENDIX C**

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)	
<b>Total Hours</b>		<b>0</b>
<b>Total Amount Compensated - equals salary and ERE</b>		<b>\$ -</b>

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 200.430](#). *A signed activity report (Appendix C) 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.

# 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.
- 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.

PO# \_\_\_\_\_ FY \_\_\_\_\_

Index \_\_\_\_\_

\_\_\_\_\_  
 Program Coordinator Signature / Date

# Final Performance Report



## FINAL PERFORMANCE REPORT

### FINAL PROJECT REPORT TEMPLATE

#### PROJECT INFORMATION

<b>Project Title</b>	Enter Project Title as Stated on the Grant Agreement.			
<b>Organization Name:</b>	Enter Recipient Organization Name.			
<b>Period of Performance:</b>	<b>Start Date:</b>	Enter Date.	<b>End Date:</b>	Enter Date.
<b>Project Contact</b>				
<b>Name:</b>	Enter the Project Contact's Name.			
<b>Phone:</b>	Enter the Project Contact's Phone Number.			
<b>Email:</b>	Enter the Project Contact's Email.			

#### PERFORMANCE NARRATIVE

##### PROJECT BACKGROUND

Provide enough information for the reader to understand the importance or context of the project. This section may draw from the background and justification contained in the approved project proposal.

##### ACTIVITIES PERFORMED

Address the below sections as they relate to the entire project's period of performance.

##### 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.

# 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.
- All remaining grant funds or outstanding grant funds must be reconciled.

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

# Final Financial Reports



- All grant funds must be reconciled and reported on the appropriate budget form
  
- Unspent funds
  - If additional time is needed to pay final expenses for a project, i.e. late invoices, etc.
  - Please contact the program coordinator to determine if a no-cost extension is possible
  - This may or may not require an actual amendment

# Final Reports



**You have a final report for your SCBGP grant due in 2020**

- Final report review timelines
  - Reports submitted to AZDA during the year may not be reviewed until the end of the year.
  - Regardless of when AZDA does their review, AMS will not review the reports until early the following year.
  - Therefore, clarifications on your final report could be requested for up to a year or more after submission.

# Report Identification



- Identify the Agreement number in all reports submitted to the Program Coordinator.
- The Grantee is **not required but encouraged** to include an acknowledgement of support in reports prepared for this Agreement and in any publications, printed materials and audio visuals generated with the financial support of the grant. If the grantee chooses to include an acknowledgement of support it must read as follows:
  - Funding for [Project or Publication] was made possible by the U.S. Department of Agriculture (USDA) Agricultural Marketing Service through grant [Insert Grant Agreement Number]. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.

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# Forms and Contacts



- All forms are available on-line at:

<https://agriculture.az.gov/grants> then the SCBGP Q & A link

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# QUESTIONS?

