

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 ESTES
GRANT PROGRAM COORDINATOR

Today's Quotes



“The grants community should expect the demands to protect federal funds will only increase in the future.”

- Management Concepts, Federal Grants Management Training

“The Results Revolution in the States”

- Government that Works, by John M. Bernard

Participation



- Attendance is not mandatory, however, **participation is highly recommended if** any of the following applies:
 1. You are a new grantee to the SCBGP-FB
 2. You have a final report for your SCBGP-FB grant due in 2017
 3. You have a new SCBGP-FB16 grant and a grant in the SCBGP-FB14 or SCBGP-FB15 grant cycles
 4. You feel that you need a refresher on the reporting requirements for the SCBGP-FB
 5. You have any questions about the reporting requirements for the SCBGP-FB

Final Reports



- 2. You have a final report for your SCBGP-FB grant due in 2017**
 - Final report review timelines
 - Reports submitted to ADA during the year may not be reviewed until the end of the year.
 - Regardless of when ADA 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.
 - Template for FB14 and FB15

Templates for FB14 and FB15



- 3. You have a new SCBGP-FB16 grant and have a grant in the SCBGP-FB14 or SCBGP-FB15 grant cycle**
 - Quarterly reporting template (required content) for FB14 and FB15 is different than FB16
 - Final reporting template (required content) for FB14 and FB15 is different than FB16
 - All templates are available on-line

New Quarterly Template



APPENDIX C

Arizona Department of Agriculture
Specialty Crop Block Grant Program (SCBGP)
FFY 2016 Quarterly Report
Grant Award Agreement #SCBGP-FB15-XX

Project Title

(Enter project title here)

Activities Performed

- Briefly describe the work accomplished during the reporting period. What specific tasks from the **Work Plan** of the approved project proposal were accomplished? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the work completed during the reporting period. Be sure to include any favorable or unusual developments.
- Clearly describe the progress made towards achieving the **Expected Measurable Outcomes** identified in the approved project proposal. Include any baseline data developed through the project and any results from the implementation of the project's performance measures. Provide any survey results or research data developed during the period.
- If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of specialty crops.
- If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure in the performance report. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.
 - a. First Quarter (Oct. 2015 – Dec. 2015) Activities:
 -
 - b. Second Quarter (Jan. 2016 – Mar. 2016) Activities:
 -
 - c. Third Quarter (Apr. 2016– June 2016) Activities:
 -
 - d. Fourth Quarter (July 2016 – Sept. 2016) Activities:
 -

Problems and Delays

- Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for the project such as changes or delays to the approved **Work Plan** activities and **Expected Measurable Outcomes**. Explain why these changes took place.
- Describe the corrective actions that were taken in order to address these delays, impediments, and challenges and to prevent their recurrence.

QUARTERLY PERFORMANCE REPORT

AWARD YEARS 2016 FORWARD

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).

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

QUARTERLY PROJECT REPORT TEMPLATE

Provide the following information in the order requested:

- <Click here to enter the Name of Organization>
- <Click here to enter the Name of Point of Contact>
- <Click here to enter the SCBGP-FB Agreement Number>
- <Click here to enter the Date Report is Submitted>

Quarterly Performance Reports must illustrate the progress made toward the completion of the project.

PROJECT TITLE

Provide the project's title. (Must be the title used in the approved grant award agreement.)

<Click here to enter project title>

PERIOD OF PERFORMANCE – OCTOBER 2016 – DECEMBER 2016

ACTIVITIES PERFORMED

Address the below sections as they relate to this period of performance.

ACCOMPLISHMENTS

Estimate the Total Percentage (%) of Work Completed on the ProjectEnter Percent(%)

List your accomplishments for this period of performance and indicate how these accomplishments assist in the fulfillment of your project's objective(s), outcome(s), and/or indicator(s).

Accomplishment	Relevance to Objective, Outcome, and/or Indicator

New Final Report Template



Final Performance Report Requirements

Effective for SCBGP-FB14 awards going forward

Project Title

Project Summary

- Briefly summarize the project and its accomplishments in 200 words or less. This should be a self-contained description of the project suitable for dissemination to the public.

Project Purpose

- Describe the objectives and purpose of the project, including the specific issue, problem, or need that was addressed by the project.
- Describe the importance and timeliness of the project.
- If the project built on a previously funded project with the SCBGP or SCBGP-FB, describe how this project complemented and enhanced previously completed work.

Project Activities

- Briefly describe the work accomplished during the grant period. What specific tasks from the **Work Plan** of the approved project proposal were accomplished throughout the project? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the project. Be sure to include any favorable or unusual developments.
- If the overall scope of the project benefited commodities other than specialty crops, indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops.

Goals and Outcomes Achieved

- Describe the achievement of the performance goals and measurable outcomes identified in the approved project proposal and subsequent amendments and provide a comparison of actual accomplishments with the goals established for the project. This should include a comparison of baseline or benchmark data with quantifiable targets that was established prior to or in the initial phases of the project.
- Include any recommendations or conclusions that can be made based upon your data and project outcomes.
- If outcome measures are long-term, summarize the progress that has been made towards achievement and describe future activities that will be conducted after the project's completion to help lead to the fulfillment of the outcomes.

Beneficiaries

- Describe the specialty crop groups and other stakeholders that benefited from the completion of this project's accomplishments.
- How many benefited from the project?
- How did they benefit from the project?

Lessons Learned

- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
- Describe any lessons you learned in the administration of the project that might be helpful for others who would want to implement a similar project.

FINAL PERFORMANCE REPORT

AWARD YEARS 2016 FORWARD

A Final Performance Report must be received within 45 days after the end of the grant agreement.

COVER PAGE

Provide the following information in the order requested:

- <Click here to enter the Name of Organization>
- <Click here to enter the Name of Point of Contact>
- <Click here to enter the SCBGP-FB Agreement Number>
- <Click here to enter the Date Report is Submitted>

FINAL PROJECT REPORT TEMPLATE

Final Performance Reports must illustrate the completion of the project.

PROJECT TITLE

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

<Click here to enter project title>

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 subscription).
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 audiences).

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.

<Click here to enter the Summary of Project Results. Limited to 250 words>

Refresher



4. You feel that you need a refresher on the reporting requirements for the SCBGP-FB

Questions



- 5. You have any questions about the reporting requirements for the SCBGP-FB**

New Agreements



- New FB16 agreements but not new to the program

SCBGP-FB Agreements



SCBGP-FB CYCLE	AMS AGREEMENT EXPIRATION DATE	PROGRAM COORDINATOR
SCBGP-FB14	9/29/2017	Ashley
SCBGP-FB15	9/29/2018	Ashley
SCBGP-FB16	9/29/2019	Lisa

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. SCBGP-FB16-XX

Page 1 of 23

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. The Grantee's DUNS# is 806345617.</p> <p>These funds are made available by the 2016 Specialty Crop Block Grant Program – Farm Bill, number 10.170, through agreement #16SCBGP AZ0037, dated October 6, 2016, between the United States Department of Agriculture – Agricultural Marketing Service (USDA-AMS) and the ADA. The total Federal award for the agreement is \$917,695.51.</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>The parties hereto agree to carry out the provisions of this Grant Award Agreement.</p>			
GRANTEE		ADA	
Signature of Authorized Signer	Date	Signature	Date
		Mark W. Killian	
Printed Name		Printed Name	
		Director	
Printed Title		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 the areas.

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, **as applicable**, with:
 - The Specialty Crop Competitiveness Act of 2004 as amended under [section 10010 of the Agricultural Act of 2014](#);
 - Specialty crop block grant program regulations at [7 C.F.R. § 1291](#);
 - USDA administrative requirements at [2 C.F.R. § 400](#);
 - **Uniform administrative requirements, cost principles, and audit requirements for federal awards at [2 C.F.R. § 200](#) and [48 C.F.R. Subpart 31.2](#)**;
 - Excluded and disqualified participant requirements at [2 C.F.R. § 180, Subpart C](#);
 - The USDA-AMS Specialty Crop Block Grant Program, General Award Terms and Conditions (last updated: 5/2/16).

Provisions (page #s may vary)



- **Audit of Records (Records Retention) – Page 5**
 - 3 years from expiration date
- **Project Period – Page 6**
 - 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 – Page 7 or 8 and 12**
 - **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)



- **Procurement – Page 9-11**
 - General Policies
 - Procedures
 - Contract Requirements
 - Records

- **Unexpended Funds – Page 12**
 - Must notify ADA 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 – Page 13**
 - The ADA will demand repayment of any reimbursed expenses that are later determined to be unallowable

- **Amendments – Page 14**
 - Changes requiring amendments
 - **Amendments for no-cost extensions will be limited**

Scope of Work (begins on page 19)



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



National Outcome Measures



- Beginning with FB16 AMS is required to report on the outcomes of the SCGBP 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 SCGBP 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.

Changes Requiring Notification



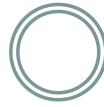
- Absence or change in Key Personnel or Leadership change for a period of more than 3 months
- Significant changes to the Scope of Work for the project
- When extension of time in project period is necessary
 - subject to limitations
- When funds are reallocated within the most recent approved project 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:**
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
 - Initial reports will be prepared by SCBGP staff
- **Narrative Report – Appendix B**
 - New template for SCBGP-FB16 grants
 - Similar to application template
- **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 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 for alcoholic beverages during travel status
 - Charges outside of the project period

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-FB15-XX

Budget Change Approval Form

Budget Category	Original SCBGP Budget	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	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
SuppliesTotal	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-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
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

8/26/2014
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



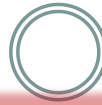
- You must be able to document a reasonable allocation for costs that have the potential to benefit other projects for items such as:
 - Printer ink
 - Vehicle maintenance
 - Lab supplies

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

AWARD YEARS 2016 FORWARD

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).

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

QUARTERLY PROJECT REPORT TEMPLATE

Provide the following information in the order requested:

- <Click here to enter the Name of Organization>
- <Click here to enter the Name of Point of Contact>
- <Click here to enter the SCBGP-FB Agreement Number>
- <Click here to enter the Date Report is Submitted>

Quarterly Performance Reports must illustrate the progress made toward the completion of the project.

PROJECT TITLE

Provide the project's title. (Must be the title used in the approved grant award agreement.)

<Click here to enter project title>

PERIOD OF PERFORMANCE – OCTOBER 2016 – DECEMBER 2016

ACTIVITIES PERFORMED

Address the below sections as they relate to this period of performance.

ACCOMPLISHMENTS

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

List your accomplishments for this period of performance and indicate how these accomplishments assist in the fulfillment of your project's objective(s), outcome(s), and/or indicator(s).

Accomplishment	Relevance to Objective, Outcome, and/or Indicator

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-FB16-XX
XXX 2016 thru XXX 2016**

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)	
Total Hours		0
Total Amount Compensated - equals salary <u>and</u> 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 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:

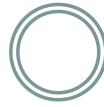
Performance and documentation satisfactory for payment

No payment due.

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.
- New requirements for SCBGP-FB16 grants.

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

Final Performance Report



FINAL PERFORMANCE REPORT

AWARD YEARS 2016 FORWARD

A Final Performance Report must be received within 45 days after the end of the grant agreement.

COVER PAGE

Provide the following information in the order requested:

- [<Click here to enter the Name of Organization>](#)
- [<Click here to enter the Name of Point of Contact>](#)
- [<Click here to enter the SCBGP-FB Agreement Number>](#)
- [<Click here to enter the Date Report is Submitted>](#)

FINAL PROJECT REPORT TEMPLATE

Final Performance Reports must illustrate the completion of the project.

PROJECT TITLE

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

[<Click here to enter project title>](#)

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.

[<Click here to enter the Summary of Project Results. Limited to 250 words.>](#)

Report Identification



- Identify the Agreement number in all reports submitted to the Program Coordinator.
- The Grantee **has the option** 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:

“This publication [or project] was supported by the Specialty Crop Block Grant Program at the U.S. Department of Agriculture (USDA) 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.”

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 2017.

Upcoming Grant Cycle



- We will be working on the Grant Manual (Call for Proposals) for this year's grant cycle in the next few of weeks.
- We anticipate the announcement to be in mid-to-late February.
- If you are planning to apply, we highly encourage you to participate in our pre-award webinar which will be scheduled in March. The exact date will be published in the Grant Manual.

Forms and Contacts



- All forms are available on-line at:

<http://searchagriculture.az.gov/act/scbgp.aspx>

Lisa James or Ashley Estes
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 aestes@azda.gov

QUESTIONS?

