



SCBG Performance Reporting

Idaho State Department of Agriculture

Overview

- Purpose of reporting
- Performance report overview
- Reporting template
- Submission process

Performance Reports – Why They Matter

- Required by USDA to document progress
- Supports accountability and transparency
- Shows program impacts

USDA Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

**SPECIALTY CROP BLOCK GRANT PROGRAM
PERFORMANCE PROGRESS REPORT TEMPLATE**

AWARD YEARS 2022 AND FORWARD

This annual Performance Progress Report (PPR) must illustrate the progress made toward the completion of your project. If this project is completed at the time of the annual PPR submission, the project report should be marked as final. Please note character limits (abbreviated "char.") throughout.

PROJECT INFORMATION

Project Title (250 char.)

Organization Name (250 char.)

Project Start Date

Project End Date

ORGANIZATION POINT OF CONTACT

Full Name

Phone Number

Email Address

BACKGROUND INFORMATION

PROJECT PROGRESS

Please provide the total percentage of work completed on the project.

Is this a final report? Please select the box to the right if the answer is "yes".

OBJECTIVE(S) (REQUIRED)

Please provide the approved project's objectives from the accepted project plan. Use the boxes to indicate if the objective is in progress, has been completed, or is not (and will not be) completed. At the final report, if "no" is selected for any of the listed objectives, you must expand upon this in the Challenges and Developments Section. Additional objectives may be added as needed.


+	#	Objective (2,000 char.)	Objective Completed?
-			<input type="checkbox"/>
-			<input type="checkbox"/>
-			<input type="checkbox"/>

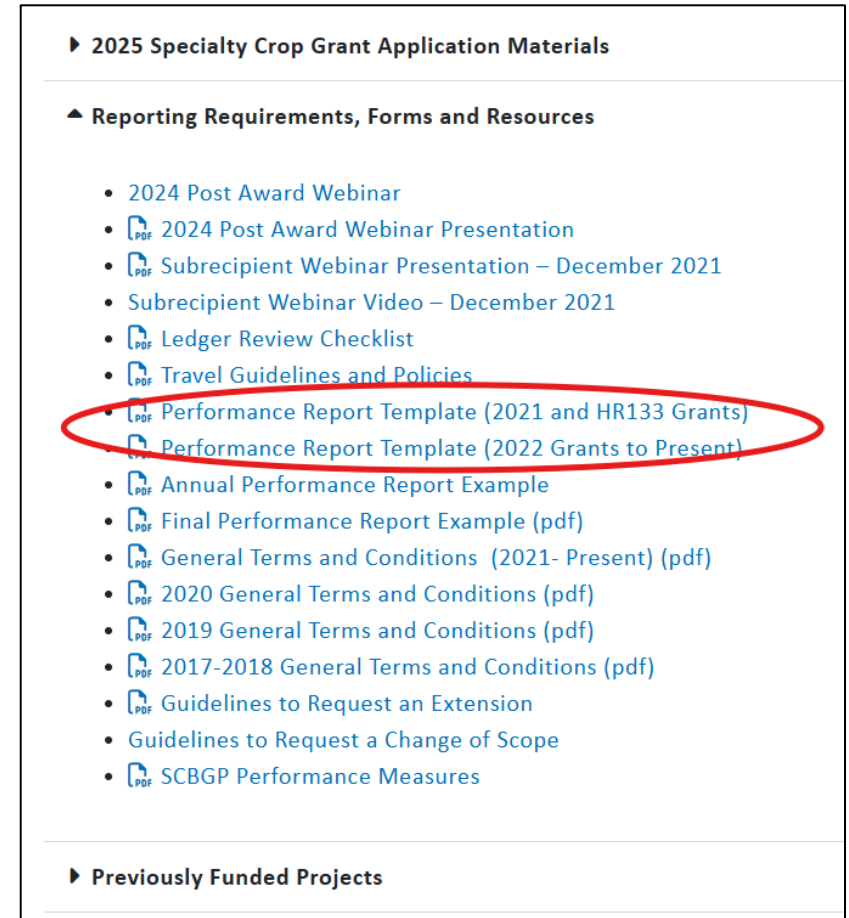
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Performance Report Overview

- **Submission Due Date: November 15th annually**
- Reporting period:
 - September 30, 2022 – September 29, 2025 (2022 final reports)
 - September 30, 2021 – September 29, 2025 (HR133 final reports)
 - October 1, 2024 – September 30, 2025 (2023 – 2024 annual reports)
- Final reports need to be cumulative for the entire grant period
- Annual reports should only report on activities during that reporting period










Performance Report Overview

- Use USDA's required template found on ISDA's SCBG website under "*Reporting Requirements, Forms, and Resources*":
<https://agri.idaho.gov/marketing/grants-and-loans/specialty-crop-block-grant/>
-  **Do not convert** the template to word or a flattened pdf – it must remain in the original fillable format.
- **Be aware:** There are two versions of the template depending on your grant award year, make sure you select the correct one.



▶ 2025 Specialty Crop Grant Application Materials

▲ Reporting Requirements, Forms and Resources

- 2024 Post Award Webinar
-  2024 Post Award Webinar Presentation
-  Subrecipient Webinar Presentation – December 2021
- Subrecipient Webinar Video – December 2021
-  Ledger Review Checklist
-  Travel Guidelines and Policies
-  Performance Report Template (2021 and HR133 Grants)
-  Performance Report Template (2022 Grants to Present)
-  Annual Performance Report Example
-  Final Performance Report Example (pdf)
-  General Terms and Conditions (2021- Present) (pdf)
-  2020 General Terms and Conditions (pdf)
-  2019 General Terms and Conditions (pdf)
-  2017-2018 General Terms and Conditions (pdf)
-  Guidelines to Request an Extension
- Guidelines to Request a Change of Scope
-  SCBGP Performance Measures

▶ Previously Funded Projects

Opening the Template

- When you first open the template, you may see a “**Please wait...**” error message.
- To fix this, download the file to your computer and open it using Adobe Reader or Adobe Acrobat.
- USDA requires the use of a specific form format, known as XFA (XML Forms Architecture), which only functions properly in Adobe programs.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Best Practices Before Starting your Report

- Have a copy of the current approved workplan
 - Use it to verify your project's approved objectives and outcomes
 - Ensures your report aligns with what was originally proposed
- Have a copy of the previous approved performance reports (if applicable)
 - Use as reference to build on prior accomplishments and avoid duplication
 - For final reports, the information must be cumulative.
- If you're not sure if you have the most up-to-date version, please ask and we will provide a copy.

Reporting Template – Project Information

- **Project Information**
 - **Project Title** – As stated in your approved workplan
 - **Organization Name** – The name of the organization who executed the grant agreement with ISDA. Pass-through entities working with a university should not list the university's name.
 - **Project Start and End Date** – Date range for your current award.
- **Organization Point of Contact** – The contact information of the organization who executed the grant agreement with ISDA. Pass-through entities working with a university should not list the university's contact.

PROJECT INFORMATION	
Project Title (250 char.)	<input type="text"/>
Organization Name (250 char.)	<input type="text"/>
Project Start Date	<input type="text"/>
Project End Date	<input type="text"/>
ORGANIZATION POINT OF CONTACT	
Full Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Background

- **Background Information –**
 - **% of Work –**
 - Percentage should take into account overall spending of total award.
 - Final reports must report 100%.
 - **Final Report –** When you check the box, additional fields will populate for final reports.
 - **Project Background (final reports only) –** This section should be written in past tense since this is a final report and explain the project purpose and key findings.

BACKGROUND INFORMATION

PROJECT PROGRESS

Please provide the total percentage of work completed on the project.

Is this a final report? Please select the box to the right if the answer is "yes".

PROJECT BACKGROUND (REQUIRED FOR FINAL REPORTS)

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

Objectives

- Objectives –
 - # – Please state the objective number.
 - **Objective** – Copy the objective exactly how it’s written in your approved workplan.
 - **Objective Completed?** – Select from the dropdown (e.g. yes, no, in progress) reporting on the status of the objective.
 - If an objective will not be completed, select “no” and you must report in the Challenges and Developments section why it wasn’t completed.
 - If you need to add or remove lines in the table, click the + or -.

OBJECTIVE(S) (REQUIRED)

Please provide the approved project’s objectives from the accepted project plan. Use the boxes to indicate if the objective is in progress, has been completed, or is not (and will not be) completed. At the final report, if “no” is selected for any of the listed objectives, you must expand upon this in the Challenges and Developments Section. Additional objectives may be added as needed.

+	#	Objective (2,000 char.)	Objective Completed?
-			▼
-			▼

Outcomes

- Outcomes –
 - Only report on outcome indicators selected in your approved workplan.
 - Check the box for the outcome number that you are reporting on and the dropdown table will appear.
 - Value – Report actual numbers for the reporting period and not the budgeted value in your workplan.
 - Select the N/A checkbox for any indicators that you are not reporting on.

OUTCOMES		
Please only report on the outcomes and indicators that are selected and approved for this project. Use the check boxes to indicate which outcomes and indicators are selected. Select the "N/A" box for any indicators that are not applicable.		
1. INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS <input checked="" type="checkbox"/>		
Indicators	Value	N/A
1.1 Total number of consumers who gained knowledge about specialty crops:		<input checked="" type="checkbox"/>
1.1a Adults		<input checked="" type="checkbox"/>
1.1b Children		<input checked="" type="checkbox"/>
1.2 Total number of consumers who consumed more specialty crops:		<input checked="" type="checkbox"/>
1.2a Adults		<input checked="" type="checkbox"/>
1.2b Children		<input checked="" type="checkbox"/>
1.3 Number of additional specialty crop customers counted		<input checked="" type="checkbox"/>
1.4 Number of additional business transactions executed		<input checked="" type="checkbox"/>
1.5 Increased sales measured in:		<input type="checkbox"/>
1.5a Dollars		<input checked="" type="checkbox"/>
1.5b Percent change	5	<input type="checkbox"/>
1.5c Combination of volume and average price as a result of enhanced marketing activities		<input checked="" type="checkbox"/>
2. INCREASING ACCESS TO SPECIALTY CROPS AND EXPANDING SPECIALTY CROP PRODUCTION AND DISTRIBUTION <input type="checkbox"/>		
3. INCREASE FOOD SAFETY KNOWLEDGE AND PROCESSES <input type="checkbox"/>		
4. IMPROVE PEST AND DISEASE CONTROL PROCESSES <input type="checkbox"/>		
5. DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS <input type="checkbox"/>		
6. EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT <input type="checkbox"/>		
7. IMPROVE ENVIRONMENTAL SUSTAINABILITY OF SPECIALTY CROPS <input type="checkbox"/>		
ADDITIONAL APPROVED OUTCOME (IF APPLICABLE) <input type="checkbox"/>		

Outcomes

- Outcome Remarks –
 - If you are reporting on multiple outcome indicators, please identify which outcome indicator in your explanation.

OUTCOME REMARKS (REQUIRED)

Please explain any quantifiable results, along with an update on their progress and data collection efforts for each of the outcomes and indicators selected in the accepted project plan. 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 progress to date. If you do not have any data on the indicator(s) listed above, you must explain why in this section. (2,000 char.)

Outcome 4 Indicator 2 - Technology not yet commercially available. Product application and efficacy studies in progress.

Outcome 6 Indicator 1 - A procedure for extraction of nematode hatch enhancer was developed.

Accomplishments

- Accomplishments –
 - # – Please state the line-item number.
 - **Accomplishment** –
 - Annual reports – List only accomplishments for this reporting period.
 - Final reports – Accomplishments should be cumulative and include all previously reported accomplishments.
 - **Related to Objective/Outcome** –
 - State the objective or outcome indicator number that the accomplishment relates to.
 - Multiple objectives/outcomes can be tied to a single accomplishment, if applicable.

NARRATIVE			
ACCOMPLISHMENTS (REQUIRED)			
<p>If this is an annual report, list your accomplishments for this reporting period. If this is a final report, your accomplishments should be cumulative and include all accomplishments previously reported on and updated to include activities conducted this past reporting period. Indicate how these accomplishments associated with each of your project's objective(s), outcome(s), and/or indicator(s). This listing should identify your project's partners and their contributions. Additional accomplishments can be added as needed.</p>			
+	#	Accomplishment (1,200 char.)	Related to (Objective/ Outcome)
-	1	Interviews were conducted with farmers market managers and specialty growers in different regions of the state. Content will be utilized in both the Farmers Market Ag Mag and the Farmers Market Poster.	Objective 1, Objective 2, Objective 3
-	2	The education team began assessment and development of material content. The Farmers Market Ag Mag and subsequent classroom lessons and activities will feature specialty growers and highlight what they grow, where you can find them locally, and the many ways speciality crops are sold and enjoyed at farmers markets throughout the state.	Objective 1

Challenges and Developments

- Challenges and Developments –
 - **Challenge or Development** –
 - Annual reports - State the challenge or new development during the reporting period.
 - Final reports – Cumulative list of all previously reported challenges/developments.
 - **Corrective Action** –
 - Provide an explanation of what was done to address the challenge.
 - For developments, you may put N/A under Corrective Actions.
- Report challenges for any objectives that were indicated as won't be completed.

CHALLENGES AND DEVELOPMENTS (REQUIRED)			
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. Also, provide the corrective actions you took to address these issues. If you did not attain an approved objective, outcome(s), and/or indicator(s), provide an explanation in the Corrective Actions column. For developments, you may put "N/A" under Corrective Actions. Additional challenges/developments may be added as needed.			
+	#	Challenge or Development (1,200 char.)	Corrective Action
-	1	Program priorities and project delays pushed back the launch of materials from January to April.	Relevant adjustments to the timeline were made accordingly. Ag literacy coordinators received materials and training at their April 2023 meeting.
-	2	Combination of identified training opportunities.	We originally identified two separate conferences at which to conduct trainings. The Specialty Growers Conference, and the Live Local Food & Farmers Market Conference. We have since learned that those two conferences are being combined into one conference entitled "Everything Local", therefore, we will place its in-person presence and training emphasis at this hybrid conference.

Upcoming Activities (Annual reports only)

- Upcoming Activities –
 - This section only needs to be completed for annual reports.
 - Only report activities that you plan to complete during the next reporting period.
 - **Anticipated Completion** – Specific date of completion **reported as month and year**, not as a season. If you anticipate being done in Spring of 2026, then state June 2026.

UPCOMING ACTIVITIES (REQUIRED FOR ANNUAL REPORTS)			
Provide a description of the activities that you are planning to complete during the next reporting period. Additional activities can be added as needed. Please note, if this is a final report there should be no upcoming activities associated with the project, and this section should be left blank.			
+	#	Activity (600 char.)	Anticipated Completion
-	1	Finalize and print Farmers Market Ag Mag	Dec 2024
-	2	Present materials during the Specialty Growers/Farmers Market Conference	Jan 2025

Lessons Learned (Final reports only)

- Lessons Learned –
 - Describe what was learned that may help others improve their performance in implementing similar projects.
- Dissemination of Results –
 - Plans for continuing the project and/or disseminating the results.

LESSON LEARNED (REQUIRED FOR FINAL REPORTS)

The recipient or subrecipient is required to provide recommendations or advice that others may use to improve their performance in implementing similar projects. If this is an annual report, please skip this section. (1200 char.)

During the project, several lessons were learned. We learned the limitations associated with EPA label development and the pathway to commercialization. This led us to the development of stronger relationships with our stakeholders and potential commercial partners. The flexibility and communication were two key components that helped us advance in this area.

CONTINUATION AND DISSEMINATION OF RESULTS (REQUIRED FOR FINAL REPORTS)

Describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results. If this is an annual report, please skip this section. (1200 char.)

The effort for natural compounds from mustard extract commercialization will continue to assure the availability of the technology for producers. We are motivated to keep the working relationships with our commercial partners to assure the sustainability of the project and advance in technology transfer. The research on the improvement of extract production flow will be continued under the scope of the recently funded National Institute of Food and Agriculture Methyl Bromide Transition Program proposal. Additional funding will be sought to assure the continuity of the product development. Dissemination of project results has been accomplished through the presentation at the science meeting. Currently a peer-review publication is in the preparation to highlight the project findings.

Expenditures

- Expenditure –
 - Amount Approved in Budget –
 - This needs to match the approved budget in your workplan.
 - Pass-through entities – Budget should be entirely allocated to the Contractual category
 - Actual Federal Expenditures –
 - Total expenditures up to the reporting period end date.
 - Only report on spending that has been reported to ISDA in your quarterly ledger reporting

FEDERAL PROJECT EXPENDITURE		
EXPENDITURE (REQUIRED)		
You must respond to at least one cost category. Please note, the subtotal and total rows include formulas to auto-calculate totals. The approved budget should come from the accepted project plan or any approved budget amendments.		
Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds Only)
Personnel	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies	\$13,000.00	\$5,445.00
Contractual	\$0.00	\$0.00
Other	\$0.00	\$0.00
Direct Costs Sub-Total	\$13,000.00	\$5,445.00
Indirect Costs	\$0.00	\$0.00
Project Expenditure Total Federal Costs	\$13,000.00	\$5,445.00

Expenditures

- Discussion of Expenditures -
 - 1st Annual – If total expenditures is less than **30%** of total award, explain how the funds will be expended by the grant end date.
 - 2nd Annual – If total expenditures is less than **60%** of total award, explain how the funds will be expended by the grant end date.
 - Explain any overspent cost categories.
 - Any state approved budget amendments that did not need USDA approval should be included here.
 - ISDA will add these notes as needed and will provide an updated report for your records.

DISCUSSION OF EXPENDITURES (REQUIRED)

For 1st Annual Reports, if total project expenditures is less than 30 percent, and for 2nd Annual Reports, if total project expenditures is less than 60 percent, include a statement explaining how the grant funds will be expended and project activities completed as planned by the end date on the grant agreement. Any state approved budget amendments should be included here; include the line item that the funds are coming from and going to, as well as the date that the state approved the budget amendment. (1,200 char.)

Farmers Market posters were completed first and distributed to Ag Literacy Coordinators in January 2023. A total of 14,000 posters were made available during the first print run, with the majority distributed to classrooms and a supply reserved for introduction at the Specialty Growers/Farmers Market Association conference taking place in January 2025.

Farmers Market Ag Mag is anticipated to go to print in the next 60 days. The remainder of grant funds available will support a print run of 80,000 Ag Mags.

Program Income & Additional Attachments

- Program Income –
 - Program income is unallowable unless pre-approval from ISDA was received. This section should be left blank.
- PPR Attachments –
 - If you would like to attach additional tables or documents, please list the name and description in this section.

PROGRAM INCOME (IF APPLICABLE)

If program income was earned on the project, grant recipients are required to report on the source, amount, and how funds were expended. Program income is gross income --earned by a recipient or subrecipient under a grant --directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

+	Source/Nature of Program Income (100 char.)	Amount Approved in Budget	Actual Amount Earned
-		\$0.00	\$0.00

USE OF PROGRAM INCOME (IF APPLICABLE)

Describe how the earned program income was used to further the objectives of this project during the performance period. Any income generated must be reinvested back into the project and not set aside or reserved for future expenses after the grant ends. (1,200 char.)

PPR ATTACHMENTS DESCRIPTION (IF APPLICABLE)

Grantors will rely on the data that is submitted in this form when they report to congress. However, if you think additional documents are necessary to support PPR, please attach them and provide a document name and description of document below.

+	Document Name	Document Description
-		

Submitting in Amplifund (HR133 & 2024)

- Navigate to your project under Grant Management
- Custom > Performance Progress Report > click “+” to create new report

The screenshot displays the Amplifund web interface for a project titled "HR133 2023 Award". The left sidebar contains navigation options: Activity, Contacts, Grant Management (highlighted with a red circle), Reports, Documents, and Administration. The top navigation bar includes "Details", "Analytics", "Post-Award", "Tools", and "Custom" (highlighted with a red circle). A dropdown menu is open under "Custom", listing several report types: Single Audit, Performance Progress Report (highlighted with a red circle), Amendment, Pass-through Entity Acknowledgement, Pass-through Entity Checklist, Pass-through Site Visit, and Review of Pass-through Entity Audit. The main content area shows "Award Information and Status" for the "TEST Award", including details such as Recipient Name (ISDA Test Recip), Recipient Award Name (HR133 2023 Aw), Award Status (Approved), Grant-Funded Amount (\$90,000.00), and Match Requirement (\$0.00).

Submitting in Amplifund (HR133 & 2024)

- Comments – Specify the report type (e.g. 1st annual, 2nd annual, final)
- Upload completed template
- Click Submit – “Save as Draft” will not actually submit the report.

Performance Progress Report

Instructions

Please download the template using the link below. Complete the template and then upload it to this form.

Performance Progress Report Template (HR133 awards)	https://agri.idaho.gov/wp-content/uploads/marketing/grants/SCBGPPerformanceProgressReportTemplatefor2021-2.pdf
Performance Progress Report Template (2022 - Present awards)	https://agri.idaho.gov/wp-content/uploads/marketing/grants/SCBGPPerformanceProgressReportTemplatefor2022.pdf

Note on downloading the PPR template: When opening the template, you will receive a 'Please wait...' error message. Please download the document to your computer and open the file with Adobe Reader or Adobe Acrobat to access the performance report pdf. USDA requires the use of a specific document format, known as XFA (XML Forms Architecture), for submitting the performance reporting.

PPR

Comments*

Upload your Performance Report* No file chosen

After Submission

- ISDA will review and may follow up for clarification or revisions
- Keep a copy of your submitted report
- We're here to help – reach out anytime with questions!

