



California Department of
Food and Agriculture

2011
Specialty Crop Block
Grant Program

Grant Management
Procedures Manual

Federal Funds
Management Office

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www.cdfa.ca.gov/grants



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Purpose

The 2011 Specialty Crop Block Grant Program (SCBGP) Grant Management Procedures Manual (GMP) is designed to provide direction to Grant Recipients (Recipients) for the successful management of SCBGP Federally funded projects. The GMP identifies the roles and responsibilities of all parties, and describes the processes and procedures required by the terms and conditions that are included in the Grant Agreement.

General Responsibilities

Federal Funds Management Office

The California Department of Food and Agriculture (CDFA), Federal Funds Management Office (FFMO) manages the SCBGP Recipient Grant Agreements. The FFMO ensures Recipients are compliant with Federal/State statutes and regulations, grant terms and conditions and reporting requirements. The FFMO also provides Recipients technical assistance and consultation throughout the grant project.

Grant Recipients

Recipients carry out activities described in the Grant Agreement Scope of Work to achieve project goals, objectives, and desired outcomes. Recipients monitor the day-to-day performance of grant projects to assure Grant Agreement terms and conditions and Federal/State statutes and regulations are followed. Recipients maintain an accounting system and efficient internal controls to ensure expenditures and reimbursements are reported and maintained accordingly. Recipients are responsible for timely and accurate reporting on the status of project activities and expenditures during the term of the project.



Financial Management

Payment Methods

There are two payment methods for allowable costs incurred – advance payments and reimbursement payments.

Advance Payments

Recipients may be eligible to receive an advance payment to cover *required* expenditures for no more than a three-month invoice period. Requests must be submitted using the [Advance Payment Request \(APR\)](#) form. Subsequent APR's will be denied until advance payments are liquidated. An advance payment to cover costs incurred during the final three months of the project is not allowed.

Advance Payment Request Procedures:

- Estimate the advance amount needed to cover *required* expenditures for no more than a three-month invoice period. Submit an APR for the *estimated* funds accompanied by a written explanation why an advance payment is needed in lieu of a reimbursement payment, such as for low cash flow.
- Advance payment checks are issued by the State Controller's Office. Upon receipt, the funds *must* be deposited into a federally insured, interest-bearing account that provides the ability to:
 - track the interest earned and,
 - track withdrawals for the purpose of reconciling expenses incurred for allowable project costs.
- Interest earned during a six-month period must be remitted to the CDFA, in the form of a check made payable to California Department of Food and Agriculture.
- Follow the instructions under [Completing an Invoice](#) to liquidate advance payments.

Reimbursement Payments

Reimbursement payment checks are issued by the State Controller's Office to reimburse actual cash disbursements upon receipt of an invoice. Requests for reimbursement shall be submitted at least quarterly, but not more frequently than monthly, in arrears. Reimbursements must be requested on the invoice provided by the FFMO.

Invoices

When to Submit Invoices

[Invoices](#) are required regardless of whether or not project costs are incurred during the invoice period. Invoices are required at least quarterly, but may be submitted as often as monthly. Invoices are due within thirty (30) calendar days after the quarterly or monthly invoice period. Final invoices are due within forty-five (45) calendar days following the expiration date of the Grant Agreement term or after the project is complete, whichever comes first.

The annual quarterly periods are:

- Quarter 1: October 1st – December 31st
- Quarter 2: January 1st – March 31st
- Quarter 3: April 1st – June 30th
- Quarter 4: July 1st – September 30th



Completing an Invoice

Request for Reimbursement Invoice

The FFMO initiates *each invoice process cycle* by generating an electronic invoice template. FFMO emails Recipients an invoice template with the Grant Agreement Number, Recipient Name, Project Title, Invoice Number, and the Project Budget preprinted. Recipients complete the following:

- Make Check Payable to – Organization name and address.
- Billing Period – Month/year when costs occurred.
- Invoice Date – Date invoice prepared.
- Amount Requested – Dollar amount requested by line item according to the following definitions:
 - **Personnel** – Salary, wages, and fringe benefits charged for employees working on the grant.
 - **Operating Expenses** – Actual expenses incurred for the purpose of achieving the goals and objectives of the grant project. Such expenses include but are not limited to, general expenditures and supplies, travel per diem, minor equipment (\$5,000 or less), printing, and postage.
 - **Contractors/Consultants** – Services that cannot be provided by staff employed by the project. Generally, these services are for a short-term period and provide a specific and identifiable product or service. This shall not exceed one hundred, thirty thousand dollars (\$130,000) per year or five hundred dollars (\$500) per eight-hour day per contractor/consultant.
 - **Other Direct Costs** – All other actual expenses that do not fall under the above categories such as major equipment, public relations, marketing, media, communications and training.
 - **Indirect Costs** – Expenses incurred that cannot be readily assignable to a direct cost. Such expenses include, but are not limited to utilities, facilities space, and equipment usage. Recipients are responsible for maintaining documents used to explain and calculate indirect costs. This cannot exceed five percent (5%) of the grant's Personnel budget.
 - **Program Income** – Gross income earned that is directly generated by a supported activity or earned as a result of the award. This includes, but is not limited to income in the form of fees for services performed and/or sales of services during the life of the grant agreement, proceeds from the sale of tangible personal or real property purchased with grant funds, sale of commodities or items fabricated under the grant such as publications, usage or rental fees, and patent or copyright royalties. (Program Income can only be used for allowable expenditures as specified in the Federal cost principles. Under no circumstances should Program Income be used to defray costs which are otherwise unallowable charges to the award).
- Preparer's Signature – Signature, phone number, email address of preparer and date prepared.
- Authorized Signature – Signature, phone number, email address of Project Director or Project Director's Designee's and date signed.

Recipients return the completed and signed invoice.



No Expenditure Invoice

Recipient checks the “NO EXPENDITURES” box, signs, dates and emails the invoice to the FFMO. No Expenditure invoices *must* be accompanied by an explanation why costs were not incurred during the billing period.

Advance Payment Invoice

Recipients follow the provided instructions for a Request for Reimbursement Invoice. The invoice template automatically calculates the amount to be paid less advance payments. FFMO adjusts the Less Advance amount each billing period until the advance is offset 100% by expenditures.

Final Invoice

Recipient marks “Final Invoice” in the Invoice Number area thus indicating all payment obligations have been met and no further payments are due.

Withholds

Withhold Payment Notification

FFMO issues Withhold Payment Notifications (Notification) to delay invoice payments until discrepancies relating to invoices, progress reports and/or audit compliance site visits are resolved. The Notification describes the nature of the discrepancy and what actions may be required. Invoices are processed once the discrepancy is resolved.

Withhold Percent

Ten percent (10%) of the Grant Agreement award is withheld until approval of the Final Performance Report as described under the Reporting Requirements, Final Performance Report section.

Line Item Shift Request

Recipients are required to electronically submit a Line Item Shift Request when changes to the grant project result in the need to adjust budget line items. The total project budget cannot be increased or decreased through this process, and the indirect budget line item cannot be increased. When completing the Line Item Shift Request, please fill in all un-shaded areas of the form.

In the “Line Item Shift Budget Adjustment Table” area of the form, please enter the following:

- Current Project Budget Amounts (A) - Enter the current approved grant budget values.
- Line Item Shift Revisions (B) - Enter the amount of funds transferred *from* a budget line item as a negative by using brackets (). Enter the amount of funds transferred *to* a budget line item as a positive amount by using the plus sign “+”.

Example

From Total Salary & Wages	(\$1,000)
To Travel	+\$1,000
Total Net to Zero	\$ 0

*The Revised Project Budget (A+B) column will automatically calculate the project’s revised budget.



Annual Invoice Review

Recipients are required to submit relevant fiscal documentation and supporting financial records with one (1) invoice on an annual basis. Recipients are notified at least thirty (30) days prior to the submission due date.

Fiscal documentation and financial records may include, but are not limited to receipts for operating costs, timesheets and payroll records, travel logs that document mileage, lodging, and meals, and itemized contractor and/or consultant invoices.



Project Management

Scope of Work Revisions

Scope of Work (SOW) revisions may be requested anytime SOW activities, milestones, dates, and deliverables change. Requests for revisions must be made in writing and provide sufficient information to explain the need and how the change affects the Project. SOWs must be signed by an authorized official of the Recipient organization.

Examples of when to request a SOW revision include:

- Transfer of the performance of substantive programmatic work to a third party through a sub-grant, contract, or any other means.
- Replacement or changes in the status of the Principal Investigator or Project Director such as withdrawing from the project entirely, being absent during any continuous period of three (3) months or more, or reducing the time base by twenty-five percent (25%) or more.
- The addition or deletion of activities or deliverables.
- Change of Grant Recipient organization name or organizational status.

At its discretion, the CDFA may choose to accept or deny any revisions in whole or in part. All revisions are subject to approval by the U.S. Department of Agriculture.

Delays and Notifications

Recipients must immediately notify the FFMO of any problems, delays and/or adverse conditions that will materially affect the project.

Compliance with Federal Requirements

Federal cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the Federal government or through another Recipient of Federal funds.

For each organization type, there is a set of Federal cost principles for determining allowable costs. The allowable costs are determined in accordance with the Federal cost principles applicable to the organization incurring those costs. The following chart lists the type of organization and the applicable Federal cost principles.



Federal Cost Principles Summary Table	
Organization Type	Applicable Federal Cost Principles
State, Local and Indian Tribal Government	2 CFR 225
Private Nonprofit Organizations other than an (1) institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular.	2 CFR 230
Educational Institutions	2 CFR 220
For-profit organization other than a hospital and an organization named in OMB Circular A-122 as not subject to that circular.	Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations, codified at 48 CFR 31.2.

Recipient organizations including local and State governments, educational institutions, non-profit organizations and for-profit organizations are responsible for identifying the Federal cost principles appropriate to their organization and for the consistent application of those cost principles to the SCBGP grant funds.

Information regarding the Federal cost principles can be found on the Office of Management and Budget (OMB) website: www.whitehouse.gov/omb/circulars_default.

Allowable Costs

An allowable cost must be directly related to a particular cost objective of a project and be incurred solely to advance the work under the sponsored grant. Allowable costs include, but are not limited to: salaries and wages, fringe benefits, consultant services, travel, telephone, equipment (lease/rental), subcontractors and materials, data processing, bookkeeping, clerical, land rentals, public information, training and communications.

Allowable expenses for these funds must be made in compliance with Federal and State laws and regulations as applicable. Expenses must be:

- Necessary and reasonable for proper and efficient performance and administration of the funds.
- Authorized or not prohibited under Federal, State or local laws or regulations.
- Consistent with policies, regulations, and procedures that apply uniformly to both Federal and State funds and other activities of the governmental unit.
- Determined in accordance with generally accepted accounting principles.
- Adequately documented.



California In-State Travel Reimbursement

With the exception of the Universities of California (UC), reimbursement is available for actual allowable costs up to the maximum allowance for meals, incidentals, and lodging expenses for each complete twenty-four (24) hours of travel, beginning with the traveler's time of departure. The maximum travel rates allowable are established in Title 2, California Code of Regulations, Sections 599.619 and 599.630. UC Recipients must incur travel expenses consistent with the University Travel Policies and in accordance with the State Contracting Manual, Volume 1, Section 3.18(A).

Meals

The maximum reimbursement rates for meals plus incidentals are:

<u>Reimbursement Type</u>	<u>Allowable Cost</u>
Breakfast	\$ 6.00
Lunch	\$ 10.00
Dinner	\$ 18.00
Incidentals	\$ 6.00

Lodging

Reimbursements for lodging and applicable taxes must be substantiated with a receipt, which is to be retained as documentation. Maximum lodging rates are listed in the table below:

All California counties not listed below	Actual expense up to \$84 per night, plus tax
Los Angeles and San Diego Counties	Actual expense up to \$110 per night, plus tax
Alameda, San Francisco, Santa Clara, and San Mateo Counties	Actual expense up to \$140 per night, plus tax

Mileage and Parking

- Effective July 1, 2011, reimbursement of 55.5 cents per mile shall be applied when using a privately owned vehicle for travel-related purposes.
- Reimbursement for parking is up to the actual cost and must be substantiated with a receipt, which is to be retained by the Recipient.

Out-Of-State Travel Reimbursement

Reimbursement is available for actual costs of transportation, lodging, subsistence, meals and incidental expenses when traveling out of the State of California, and are allowable if consistent with the Recipient organization's acceptable written travel policies. In the absence of an acceptable written travel policy, the Recipient must use the rates and amounts established by the United States General Services Administration (GSA). These rates are available on the GSA website at <http://www.gsa.gov/perdiem> for each of the states within the continental United States. Please note the FFMO reserves the right to review a Recipient's written travel policy for acceptability at any time during the term of the Grant Agreement.



International Travel Reimbursement

Reimbursement is available for actual allowable costs up to the maximum allowance for each meal, incidental, and lodging expense when traveling out of the country.

The maximum international travel rates allowable are established in a per diem supplement to section 925, Department of State Standardized Regulations. These rates are available on the U.S. Department of State website at: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Rates are subject to change daily to account for currency and economic changes.

- The reimbursement allowance for meals and lodging plus incidental travel expenses will be paid up to the rates identified on the U.S. Department of State's website.
- The lodging allowance is intended to substantially cover the cost of lodging at adequate, suitable and moderately priced facilities.
- When arranging for hotel reservations, travelers are advised to request information on hotel discounts for grant Recipients traveling on U.S. Government business.

Air Travel

- Recipients are reimbursed up to the actual airfare expense incurred.
- Economy-based rates are to be used by all travelers.
- International travel must comply with the Fly America Act, U.S.C. Title 49 § 40118. This Act requires consultants, contractors, grantees, and others performing U.S. Government financed foreign air travel to travel by U.S. flag air carriers with some exceptions. Additional information about the Fly America Act can be found at: <http://www.ogc.doc.gov/ogc/fl/fald/itl/itlv14.pdf>.

Unallowable Costs

An unallowable cost is a charge that is determined to be unallowable in accordance with the applicable Federal cost principles or other terms and conditions provided in the grant award. Except as otherwise permitted by the applicable cost principle, unallowable expenses include but are not limited to hospitality suites, alcoholic beverages, costs of entertainment (including amusement, diversion and social activities and any costs directly associated with such costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities), and costs for organized fund raising including financial campaigns and solicitation of gifts.

A-133 Audits

Entities that expend more than five hundred thousand dollars (\$500,000) annually in Federal awards must follow the Office of Management and Budget A-133 circular requirements. Please provide FFMO with any reports resulting from A-133 audits.



Restrictions and Limitations on Funds

There are restrictions and limitations on grant funds with regards to capital expenditures and rental costs.

Capital expenditures

- General purpose equipment, buildings, and land are unallowable as direct and indirect costs.
- Special purpose equipment is allowable as direct costs, provided that items with a unit cost of five thousand dollars (\$5,000) or more have the prior approval of the FFMO.

Rental expenditures

- Rental costs of buildings and equipment are allowable as direct costs in accordance with the Federal cost principles in subpart T of 7 CFR part 3015.

Definitions

1. *Capital expenditures*: Expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life.
2. *Acquisition cost*: The cost of the asset including the cost to put it in place. For example, acquisition cost for equipment is the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it useable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.
3. *General purpose equipment*: Equipment which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.
4. *Equipment*: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or five thousand dollars (\$5,000).
5. *Special purpose equipment*: Equipment which is used only for research, scientific, or other technical activities.

Project Performance/Compliance Audit Site Visits

Project Performance/Compliance Audit site visits are conducted during the course of the Grant Agreement. The Recipient must provide the right of access to the Grant Agreement, subcontract documentation and records which are pertinent to the project. Recipients are notified at least two (2) weeks prior to the intended visit. The purpose of a site visit includes, but is not limited to:

- Determining whether measurable outcomes are being met and evaluating project accomplishments.
- Reviewing financial records and documentation to ensure funds are being used for their intended purpose in accordance with Federal cost principles and regulations.



Reporting Requirements

Reporting Requirements

Progress Reports

Recipients are required to report on the status of their projects twice annually. The *Progress Report* template is used to identify milestones, results achieved, success stories, potential concerns, and other pertinent information. The template, which contains areas for both six month reporting periods, becomes the Annual Progress Report required by the USDA.

Recipients will receive a Progress Report template prior to the end of each reporting period. The reporting periods are:

- October 1 – March 31
- April 1 – September 30

In addition to the information requested on the template, Recipients should also address/update any problems, delays, and future plans reported previously.

Final Performance Report

Recipients are required to submit a written *Final Performance Report* using the report Final Performance Report template. The report is due no later than forty-five (45) calendar days following the expiration date of the Grant Agreement or after the project is complete, whichever comes first.

The *Final Performance Report* is a short and concise synopsis of the project written in layman's terms, not to exceed five (5) pages.

Progress and Final Report Format Requirements

Recipients are to provide the *Progress and Final Performance Reports* in the following format:

- Font: Size twelve (12) Times New Roman.
- Margins: One-half inch (0.5").
- No longer than three (3) pages for the first reporting period *Progress Reports*, and five (5) pages for the second reporting period *Progress Reports* and *Final Performance Reports* – excluding attachments.
- Write reports in layman's terms.
- Keep reports de-personalized. Use names of individuals and/or organizations instead of personal pronouns.
- Fully spell out all acronyms at their first use in the reports.
- Email Microsoft Word versions of the reports to the FFMO.
- Email or mail signed copies of the reports to the FFMO.



Closeout

Closeout

Before the grant is closed, FFMO completes the following:

- Reviews the Final Performance Report and Invoice.
- Verifies resolution of project performance/compliance audit findings and concerns.

Based on the above:

- Project is closed and final payment issued, or
- At least ten percent (10%) of Grant Agreement award withheld pending resolution of issues.

Closeout does not automatically cancel property accountability, record retention or financial accountability requirements.

Record Retention

Record Retention

Retain financial records, statistical records, and all supporting documents for a period of three (3) years from the date the Grant Agreement is closed.

Records that must be retained include, but are not limited to:

- Time cards and records that reflect the actual hours worked by each employee.
- Actual expenditure invoices of direct costs charged to grant funds.
- Employee reimbursement claims including lodging, per diem and transportation receipts.
- Documentation supporting calculation or methodology to determine indirect costs.
- All other supporting documentation related to the grant project.

Contacts

Grant Specialist:

Recipients with questions regarding the content of this manual may contact the Grant Specialist at the telephone number and email provided in the Grant Agreement.

FFMO:

Federal Funds Management Office
California Department of Food and Agriculture
1220 N Street, Suite 120
Sacramento, CA 95814
grants@cdfa.ca.gov
(916) 657-3231



Appendix

Forms and templates referenced in this manual are included in order of reference. Forms for use by Recipients can be found online at www.cdfa.ca.gov/grants, 2011 Specialty Crop Block Grant Program, “Resources” tab. The Invoice Template and Progress Report Template will be provided to Recipients by the Grant Specialist assigned to their project.

- Advance Payment Request
- Invoice Template
- Withhold Payment Notification
- Line Item Shift Request
- Progress Report
- Final Performance Report

Bill to:
 CA DEPARTMENT FOOD & AGRICULTURE
 1220 N STREET
 SACRAMENTO, CA 95814

INVOICE

2011 SPECIALTY CROP BLOCK GRANT PROGRAM

Make Check Payable to:
 Grantee Organization Name
 Address
 City, CA Zip Code
 Attn: Contact Name

Grant Agreement Number: _____

Recipient's Name: _____ Billing Period: _____ Invoice Date: _____ Invoice Number: _____
Month/Year to Month/Year

Project Title: _____

Project Budget	Invoiced to Date	Requested This Period	Balance
1. PERSONNEL			
a) Salaries & Wages..... \$0.00	\$0.00	\$0.00	\$0.00
b) Fringe Benefits..... \$0.00	\$0.00	\$0.00	\$0.00
2. OPERATING EXPENSES			
a) Travel..... \$0.00	\$0.00	\$0.00	\$0.00
b) Equipment..... \$0.00	\$0.00	\$0.00	\$0.00
c) Supplies..... \$0.00	\$0.00	\$0.00	\$0.00
3. CONTRACTORS/CONSULTANTS..... \$0.00	\$0.00	\$0.00	\$0.00
4. OTHER DIRECT COSTS..... \$0.00	\$0.00	\$0.00	\$0.00
5. INDIRECT COSTS (max 5% of PERSONNEL)..... \$0.00	\$0.00	\$0.00	\$0.00
Totals:	<u>\$0.00</u>	<u>\$0.00</u> (A)	<u>\$0.00</u>

Approved Line Item Shifts: None

Program Income: \$0.00

Less Remaining Advance: _____ \$0.00 (B)

Invoiced Amount Including Advance: _____ \$0.00 (A-B)

Amount to be Paid: \$0.00

NO EXPENDITURES
(Check Box)

I certify this claim contains actual expenditures for allowable Specialty Crop Block Grant costs performed in accordance with CDFA Grant Agreement provisions.

PREPARER'S SIGNATURE _____ <small>(BLUE INK ONLY)</small>	PHONE NUMBER _____	E-MAIL ADDRESS _____	DATE _____
AUTHORIZED SIGNATURE _____ <small>(BLUE INK ONLY)</small>	PHONE NUMBER _____	E-MAIL ADDRESS _____	DATE _____

FOR STATE USE ONLY

\$ 	11/12 	63207 	87907
<small>AMOUNT</small>	<small>STATE FISCAL YEAR (SFY)</small>	<small>OBJ CODE</small>	<small>PRG COST ACCT (PCA)</small>
X 			
<small>CDFA AUTHORIZED SIGNATURE</small>	<small>DATE</small>	<small>VENDOR ID</small>	<small>GRANT SPECIALIST INITIALS AND DATE</small>



California Department of Food and Agriculture
Specialty Crop Block Grant Program

WITHHOLD PAYMENT NOTIFICATION

Date of Notice: _____

Grant Recipient

Invoice

Grant Agreement Number:	Invoice Number:
Grant Agreement Organization:	Invoice Date:
Grant Agreement Contact:	Invoice Amount:

Reason for Withhold

<h1>SAMPLE</h1>
Instructions

Contact Information:

Grant Specialist:	E-Mail Address:	Telephone Number:
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For CDFA Use Only

Payment Approval

Grant Specialist Signature

Date



California Department of Food and Agriculture
Specialty Crop Block Grant Program

LINE ITEM SHIFT REQUEST

Date:	Grant Agreement #:	Grant Award Amount:	Line Item Request #:
		\$0.00	

Grant Recipient Information:

Organization Name: _____

Contact Name: _____

Telephone: _____

Email: _____

Justification:

Line Item Shift Budget Adjustment Table

Project Budget Categories	Current Project Budget Amounts (A)	Line Item Shift Revisions enter negative amount with (-) enter positive amount with (+) (B)	Revised Project Budget (A+B)
1. PERSONNEL			
a) Total Salaries and Wages	\$0.00	\$0.00	\$0.00
b) Total Fringe Benefits	\$0.00	\$0.00	\$0.00
2. OPERATING EXPENSES			
a) Travel	\$0.00	\$0.00	\$0.00
b) Major Equipment	\$0.00	\$0.00	\$0.00
c) Supplies/General Expense	\$0.00	\$0.00	\$0.00
3. CONTRACTORS/CONSULTANTS	\$0.00	\$0.00	\$0.00
4. OTHER DIRECT COSTS	\$0.00	\$0.00	\$0.00
5. INDIRECT COSTS (cannot be increased)	\$0.00	\$0.00	\$0.00
Totals:	\$0.00	\$0.00	\$0.00

Authorized Signature:

Printed Name _____ Date _____

Signature _____ Telephone Number _____

For CDFA Use Only

- APPROVED
- NOT APPROVED

CDFA AUTHORIZED SIGNATURE: _____ DATE: _____



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
PROGRESS REPORT

USDA Project No.: FOR CDFA USE ONLY	Project Title:		
Grant Recipient:		Grant Agreement No:	Date Submitted:
Recipient Contact:		Telephone:	Email:

Grant Award Amount (A)	Amount Invoiced to Date (B)	Remaining Grant Balance (A-B)	Program Income	Committed Match/In-Kind Funds	Match/In-Kind Funds Spent to Date
\$	\$	\$	\$	\$	\$

Activities Performed

- Briefly summarize the approved Grant Agreement work plan activities performed in both quantitative and qualitative terms. Include significant results, accomplishments, conclusions and recommendations.
- Convey progress on achieving outcomes by discussing baseline data gathered to date and showing the progress toward meeting targets specified under “Measureable Outcomes” in the approved Grant Agreement Scope of Work.
- Compare actual accomplishments with the goals established for the reporting period.
- Present significant contributions and role of project partners in the project.
- In the event program income is earned, describe how the income will be reinvested into the project.

October 2011 – March 2012 (please respond to all bullet items)

April – September 2012 (please respond to all bullet items)



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
PROGRESS REPORT

Problems and Delays

- Note unexpected delays, impediments, and challenges that have been confronted on the project and explain why they took place. Discuss actions taken to address these delays, impediments, and challenges.
- Provide an outline of changes or adjustments to the project methodology, workplan activities, workplan timeline, expected measurable outcomes and budget resulting from problems and delays.

October 2011 – March 2012 (please respond to all bullet items)

April – September 2012 (please respond to all bullet items)

Future Project Plans

- Briefly summarize activities, targets, and performance goals to be achieved during the next reporting period in both quantitative and qualitative terms.
- If targets have been achieved or are expected to be achieved sooner than expected, discuss possible changes and adjustments in the project methodology, workplan activities, workplan timeline, expected measurable outcomes and budget.

October 2011 – March 2012 (please respond to all bullet items)

April – September 2012 (please respond to all bullet items)



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
FINAL PERFORMANCE REPORT

USDA Project No.: FOR CDFA USE ONLY	Project Title:		
Grant Recipient:	Grant Agreement No:	Date Submitted:	
Recipient Contact:	Telephone:	Email:	

Grant Award Amount (A)	Amount Invoiced to Date (B)	Remaining Grant Balance (A-B)	Program Income	Committed Match/In-Kind Funds	Match/In-Kind Funds Spent to Date
\$	\$	\$	\$	\$	\$

Project Summary

- Provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project.
- Establish the motivation for this project by presenting the importance and timeliness of the project.
- If the project built on a previously funded SCBGP project, describe how this project complimented and enhanced previously completed work.



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
FINAL PERFORMANCE REPORT

Project Approach

- Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- Present the significant contributions and role of project partners in the project.

SAMPLE



CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
SPECIALTY CROP BLOCK GRANT PROGRAM
FINAL PERFORMANCE REPORT

Goals and Outcomes Achieved

- Supply the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- If outcome measures were long term, summarize the progress that has been made towards achievement.
- Provide a comparison of actual accomplishments with the goals established for the reporting period.
- Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

SAMPLE



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Beneficiaries

- Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
- Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

Lessons Learned

- Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- Provide unexpected outcomes or results that were an effect of implementing this project.
- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.



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Remaining Grant Balance

- If there is a remaining balance, explain why the project did not utilize all awarded grant funds.

Contact Information

- Name the Contact Person for the Project
- Telephone Number
- Email Address

Additional Information

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