



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

USDA Project No.: X	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 "Measurable 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)

SAMPLE

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



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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)