# Project Information

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| **CDFA Grant Number:** |  |
| **Recipient Organization Name:** |  |
| **Project Title:** |  |
| **Contact Name:** |  |
| **Contact Email:** |  |
| **Contact Phone:**  |  |

# Reporting Period

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| --- | --- |
| **Report Start Date:** |  |
| **Report End Date:** |  |

# Grant Funding

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| **Grant Award Amount:** |  |
| **Total Amount Invoiced:** |  |
| **Remaining Grant Balance:** |  |

# Funding Track

Select the applicable funding track as identified in the project’s Scope of Work.

[ ]  **Track 1:** Implementation – Beginning Farmer

[ ]  **Track 2:** Implementation – Farmworker/Workforce Development

# Accomplishments

List each goal and intended outcome in the project’s Scope of Work. Describe the activities and accomplishments during this reporting period and indicate how these activities and accomplishments assisted in the fulfillment of the project’s objectives. Add more rows as needed.

| **#** | **Goal and Intended Outcome** | **Activity and Accomplishment** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

# Challenges and Developments

Describe any challenges or delays that occurred during this reporting period and the corrective actions and/or changes to the project as a result. Add more rows as needed.

| **Challenge** | **Corrective Action and/or Project Change** |
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Describe any positive developments that have occurred outside of the project’s original intent that were experienced during this reporting period, and any project changes as a result. Add more rows as needed.

| **Positive Development** | **Project Change** |
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# 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. Lessons learned should draw on positive experiences (i.e., good ideas that improve project efficiency or save money) and negative experiences (i.e., lessons learned about what did not go well and what needs to be changed).

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If project goals and outcomes were not achieved, identify and share the lessons learned to help others expedite problem-solving.

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# Outreach and Collaborations

Describe any outreach and collaborative efforts with other organizations and agencies during this reporting period that helped your organization to promote activities under this project. Please include the type of media used (if any) to promote this project. Attach sample flyer or website link if applicable.

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# Targeting BFFTP Program Priority Groups

Priority groups include Socially Disadvantaged Farmers and Ranchers (SDFR) including Black, Indigenous, and people of color (BIPOC) beginning farmers/producers, BIPOC program participants and farmworkers.

## Track 1: Beginning Farmer Projects – Activities and Program Participant Data:

**Track 1:** Complete questions 1-7 based on program participants during this reporting period.

**Track 2:** Skip questions 1-7.

1. Enter the number of beginning farmers served based on farming experience:

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| --- | --- | --- |
|  |  | First Year/Season Farmers |
|  |  | 1-3 Years |
|  |  | 3-5 Years |
|  |  | 5-7 Years |
|  |  | 7-10 Years |

1. If participants are already established farmers or farm operators, how many are SDFR?

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1. From ALL established farmers or farm operators, how many are small/medium scale producers (less than $400,000 in agricultural sales)?

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1. If your project includes a training program for youth as beginning farmer trainees, include number of participants:

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1. From ALL program participants, what *percentage* self-identified as BIPOC?

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Please include any other definitions participants may have self-identified as:

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1. Were any participants in your beginning farmer program farmworkers? If so, at what capacity did the program serve their needs during this reporting period?

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1. Please provide any additional data on beginning farmer program participants.

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## Farmworker/Workforce Development Projects – Activities and Program Participant Data:

**Track 1:** Skip questions 8-9.

**Track 2:** Complete questions 8-9 based on program participants during this reporting period.

1. Number of farmworkers trained through workforce development/capacity building training:

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1. Overall farmworker participation in outreach activities (if available):

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# Project Milestones/Evaluation

Describe any measurable/quantifiable project milestones/outcomes that were achieved during this reporting period to meet capacity building needs of beginning farmers and workforce development/training needs of farmworker communities. Include any additional data collected or analyzed during this reporting period to help measure the project’s impact. Examples might include: # of individuals trained, # of new skills implemented, # of outreach materials distributed, # new farmers or farmworkers signing up for program/classes, regions served, etc. Add more rows as needed.

| **Project Milestones/Outcomes** | **Data and Description of Measurement and Impact** |
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# Reporting

For auditing and reporting purposes, describe the internal process in place to maintain program participant information, including privacy protection measures, and what type of information is stored. Please include the point of contact to reach in case those records are requested.

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# Testimonies / Success Stories

Please provide beginning farmer/farmworker participant testimonies and/or success stories that further explain the value of the BFFTP.

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# Additional Information

Please provide any additional information that would be valuable to the program including links, success stories, and/or images of project activities that CDFA can share on the BFFTP website or through social media.

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