# 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 Type

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

[ ]  **Part 1:** Technical Assistance for Underserved Farmers and Ranchers

[ ]  **Part 2:** Direct Grant Assistance for Underserved Producers

# Accomplishments

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

| **#** | **Goal and Intended Outcome** | **Activity and Accomplishment** |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

# 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 all 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 type of media used (if any) to promote this project. Attach sample flyer or website link if applicable.

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# Targeting Historically Underserved Producers

Briefly describe how this project overall is reaching small-scale and Socially Disadvantaged Farmers and Ranchers (SDFRs).

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How many SDFRs have you assisted?

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How many of the above producers identified themselves as Black, Indigenous, or people of color?

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List the type of assistance provided to SDFRs.

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# Program Metrics

Provide the following information about the number of producers this grant supported during this reporting period. Add more rows as needed.

| List all Federal and State relief programs producers **received information** on. | Provide the number of producers that **applied** to any of these programs. | Provide the **success rate of producers applying** to these programs (if known or list “pending”) |
| --- | --- | --- |
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# Reporting

For auditing and reporting purposes, describe the internal process in place to maintain detailed farmer grant records, and what information is stored. Please include the point of contact to reach in case those records are requested.

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# Farmer Testimonials / Profiles

CDFA might request recipient organizations to provide farmer testimonials or short farmer stories to highlight the program and demonstrate program impact. Please state if this project has identified one or more producers willing to share their story, or if your organization has a profile of a grant recipient that you can share.

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# Additional Information

Please provide any additional information that would be valuable to the program including links, success stories, images of project activities, etc.

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