

# Specialty Crop Block Grant Program – Farm Bill

## Final Performance Report/SF-425/Audit – Review Checklist

Recipient:

Grant Agreement:

Due Date:

Reviewed By:

Date Received:

Date Reviewed:

A Final Performance Report and an SF-425 Final Financial Report will be required within 90 days following the end date of the grant agreement. Review the approved State Plan, any amendments, and previous annual performance reports for the grant agreement prior to your review of the Final Performance Report to ensure all previous and future activities, performed goals, and outcomes are adequately reported per the checklist below. The final report will be posted on the SCBGP-FB website and represents an important vehicle for sharing project findings with Federal and State agencies and the public. The Final Performance Report should include a cover page and sections for each project that detail the progress to date.

### Cover Page

Provide the following information in the order requested:

- Name of State Department of Agriculture
- Name of State Point of Contact
- USDA AMS Agreement Number
- Type of Report (Annual or Final Performance Report)
- Date Report is Submitted

Each project should be outlined as separate project profiles. For example, Project 1 should include a section for the project title, project summary, project approach, goals and outcomes achieved, beneficiaries, lessons learned, contact information, and additional information and then project two should include a section for project title, project summary, project approach, goals and outcomes achieved, beneficiaries, etc.

## Project Reviews

Project Title:

### Project Summary

- Did the grantee provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project?
- Did the grantee establish the motivation for this project by presenting the importance and timeliness of the project?
- If the project built on a previously funded project with the SCBGP or SCBGP-FB, did the grantee describe how this project complimented and enhanced previously completed work?

Comments

### Project Approach

- Were the activities and tasks performed during the entire grant period briefly summarized? This section should discuss the tasks provided in the Work Plan or the approved project proposal. This includes significant results, accomplishments, conclusions and recommendations, as well as favorable or unusual developments.
- If the overall scope of the project benefitted commodities other than specialty crops, did the grantee indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops?
- Did the grantee detail the significant contributions and role of project partners in the project?

Comments

### Goals and Outcomes Achieved

- Did the grantee supply the activities that were completed in order to achieve the performance goals and measurable outcomes identified in the approved project proposal or subsequent amendments?
- If outcome measures were long term, was a summary of the progress made towards this achievement provided?
- Did the grantee provide a comparison of actual accomplishments with the goals established for the reporting period?
- Did the grantee clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets?
- Did the grantee highlight the major successful outcomes of the project in quantifiable terms?

Comments

### Beneficiaries

- Did the grantee provide a description of the groups and other operations that benefited from the completion of this project's accomplishments?
- Did the grantee clearly state the number of beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project?

Comments

### Lessons Learned

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- Did the grantee offer insight into the lessons learned by the project staff as a result of completing this project?
- Did the grantee provide any unexpected outcomes or results that were an effect of implementing this project?
- If goals or outcome measures were not achieved, did the grantee identify and share the lessons learned to help others expedite problem-solving?

### Comments

### Contact Person

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- Did the grantee include the name the Contact Person for the Project?
  - Telephone Number
  - Email Address

### Additional Information (Optional)

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

### Comments

### SF-425

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- Was an SF-425 received? If not, contact the grantee.
- Did the grantee complete the form correctly following the review criteria in the reviewer guidance document?

### Comments

### Single Audit

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- Was the most recent Single Audit (A-133) performed received? If not, contact the grantee (All State grantees have an A-133 audit conducted).

### Comments