

# SPECIALTY CROP BLOCK GRANT PROGRAM DELIVERABLES

**Please post this reporting schedule in a visible place.**

**This is the only notice you will receive regarding report due dates.**

**It is the responsibility of the grantee to submit reports prior to the due date.**

*Failure to submit timely reports may result in the forfeiture of grant funds.*

Three reports are due each quarter: a budget report (in the attached format), an activity report (in the attached format) and a narrative report.

All reports shall include, but are not limited to, budget expenditures, in-kind expenditures, activity reports, and a narrative of the project's progress, challenges, successes, expected measurable outcomes, outreach etc.

**The Grantee must obtain pre-approval from ADA before any funds are reallocated within the original/approved budget in the Grant Award Agreement.**

<b><u>Reporting Periods</u></b>	<b><u>Report Due Date</u></b>
<b>October 1 – December 31</b>	<b>January 31</b>
<b>January 1 – March 31</b>	<b>April 30</b>
<b>April 1 – June 30</b>	<b>July 31</b>
<b>July 1 – September 30</b>	<b>October 31</b>

**Quarterly Reports** - The Grantee shall submit to the Program Coordinator a budget report, an activity report and a brief narrative report within 30 days of the close of each quarter for the length of the project. Please see the attached Quarterly Budget Report Template.

**Annual Reports** - Annual performance reports for single-year and multi-year projects must be received by ADA no later than COB on:

- November 14 each year for SCBGP07, SCBGP-FB08, and SCBGP-FB09 cycles
- May 15 each year for the SCBGP08 cycle

Please see the attached Annual Performance Report Requirements.

**Final Report** - A final report must be submitted to ADA by the grantee no later than forty five (45) calendar days after the completion of the project. Please see the attached Final Performance Report Requirements.

**Please ensure that all publications or results generated from your project include the following language:**

“The Arizona Department of Agriculture, Agricultural Consultation and Training Division has funded all or a portion of this project. The views or findings presented are the Grantee’s and do not necessarily represent those of the State or the Arizona Department of Agriculture.”