|  |  |
| --- | --- |
| **Year:** |  |
| **State:** |  |
| **Cooperative Agreement Name:** |  |
| **Cooperative Agreement Number:** |  |
| **Project Funding Period:** |  |
| **Project Report:** | **CAPS Infrastructure Report** |
| **Project Document Date:** |  |
| **Cooperators Project Coordinator:** |  |
| **Name:** |  |
| **Agency:** |  |
| **Address:** |  |
| **City/ Address/ Zip:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| Quarterly Report |  |
| Semi-Annual Accomplishment Report |  |
| Annual Accomplishment Report |  |

1. Compare actual accomplishments to objectives established as indicated in the work plan. When the output can be quantified, a computation of cost per unit is required when useful.\***(***Use a narrative or insert tables to document completed work. Document work accomplished by the cooperator, as determined by the objectives in the work plan***).**

* Activities:
  + Committee Service:
  + Other Survey Work:
* Outreach and Education:
  + Interviews (TV/Radio/Newspaper/Magazines):
  + Outreach materials (Pamphlets/ brochures/ posters):
  + Publications:
  + Public Service Announcements (PSA):
* Meetings:
  + Conference calls:
  + Conferences:
  + Webinars
* Training:
* Other:

1. If appropriate, explain why objectives were not met.\***(***Provide a narrative in this section if the stated objectives from work plan are not completed. For example: if a survey or other activity was delayed or cancelled due to weather or other factor indicate the reasons here.***)**
2. Where appropriate, explain any cost overruns or unobligated funds in excess of $1,000. \* **(**Required for Final Reporting. Report on semi-annual report if information is available.**)**
3. Supporting Documents **(**if applicable**)**

\**indicates information is required per 7 CFR 3016.40 and 7 CFR 3019.51*