**CAPS Survey Report**

|  |  |
| --- | --- |
| **Year:** |  |
| **State:** |  |
| **Cooperative Agreement Name:** |  |
| **Cooperative Agreement Number:** |  |
| **Project Funding Period:** |  |
| **Project Report:** | **CAPS Survey 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. Write a brief narrative of work accomplished. Compare actual accomplishments to objectives established as indicated in the work plan. If reporting on a combined surveys work plan, report accomplishments by survey. 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*)**.**

|  |  |  |
| --- | --- | --- |
| **Funding Amount** | **Total Number of Traps** | **Cost Per Unit** |
| Proposed = | Proposed = | Proposed= |
| Actual = | Actual = | Actual = |

**1.** Survey methodology (trapping protocol):

|  |  |  |
| --- | --- | --- |
|  | **Common Name** | **Scientific Name** |
| **Pest:** |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Proposed** | **Actual** |
| **Sites (Locations):** |  |  |
| **Traps:** |  |  |

|  |  |
| --- | --- |
| **Number of Counties:** |  |
| **Counties:** | *(List counties here)* |

**2.** Survey dates:

|  |  |  |
| --- | --- | --- |
|  | **Proposed** | **Actual** |
| **Survey Dates:** |  |  |

**3.**  Benefits and results of survey:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Positive** | **Negative** | **Total Number** |
| **Traps** |  |  |  |

**4.** Database submissions:

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 factors 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.)*

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