|  |  |
| --- | --- |
| **Year:** | **2021** |
| **State:** |  |
| **Cooperative Agreement Name:** |  |
| **Cooperative Agreement Number:** |  |
| **Project Funding Period:** |  |
| **Project Report:** | **PD / 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:

Was all Pest Detection / CAPS survey data entered into the National Agricultural Pest Information System (NAPIS)? If not, please provide a justification. *ADODRs should consult with the* [*CAPS Accountability Report*](https://caps.ceris.purdue.edu/accountability-report/caps) *to confirm data entry.*

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. Were all deviations from the work plan and Survey Summary Form corrected via the* [*Change Request*](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) *function on the* [*Survey Planning*](https://pest.ceris.purdue.edu/services/surveyplanning/) *page?)*

**⬜** Check if objectives were not met due to the impact(s) of the coronavirus COVID-19. Explain how the impacts affected surveys and/or survey operations. *(Were all deviations from the work plan and Survey Summary Form corrected via the* [*Change Request*](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/survey-summary-form-change-request/2021) *function on the* [*Survey Planning*](https://pest.ceris.purdue.edu/services/surveyplanning/)  *page?)*

1. 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*