



Sub-grantee reports are a way to share with the NDA and federal sponsor the work that was accomplished as a result of the awarded sub-grantee funding. In general, sub-grantees should provide any information that will assist in the understanding of the overall achievements of your CWMA/organization for the season.

Sub-grantees must submit a year end performance report every year that a sub-grant is open with the Nevada Department of Agriculture (NDA) that details what was done *for that year*. For sub-grantee projects that are open for multiple years, in addition to year end performance reporting, on the final year of the sub-grant performance period, a final report must be submitted detailing overall accomplishments for the *entire* performance period. One hard copy and one electronic copy are preferred to be submitted for all reports. All reports must be received by the NDA, in their entirety, by the deadline of **December 15<sup>th</sup>** each year. Reports should be sent to the following:

Nevada Department of Agriculture  
ATTN: Jamie Greer  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

*If files are no greater than 4 MB, reports can be sent to [jgreer@agri.nv.gov](mailto:jgreer@agri.nv.gov)*

**The following are guidelines for information to be included in all reports submitted to the NDA. All items below marked with \* are required. Any questions regarding the NDA sub-grant reporting requirements and/or guidelines below should be directed to Jamie Greer at [jgreer@agri.nv.gov](mailto:jgreer@agri.nv.gov) or 775-353-3640.**

#### **REPORT HEADING**

- \* The name of the reporting organization (sub-grantee)
- \* Parent award number (example USFS 11-DG-110010-708)
- \* Sub-grant agreement number (example: USF 1111-01)
- \* Contact Information (this person will be contacted if additional information is needed after report is submitted)
- Indication of what type of report it is (year end performance report or a final report)

#### **PROJECT AREA DESCRIPTION**

- \* Describe the area where the project work was performed. This includes total acreage, land use; land type, noxious weeds present and general description on why the area was in need of the project. For USFS sub-grants, please describe how the project area meets the 10% canopy cover requirement (as described in original request for proposals).
- \* Map of the project area. Map should show where the work was accomplished. Specific data on treatments and infestations is encouraged but not required.
- Describe past noxious weed treatments or projects performed in this area.

#### **WORK SUMMARY**

- \* This should include an account of what was done with the funding in the year that is being reported. Include information such as noxious weed species targeted, control

***Failure to comply with reporting requirements and/or failure to make specified reporting deadlines will result in the ineligibility of the sub-grantee to receive final payment or receive additional or future funding through the NDA.***



Nevada Department of Agriculture  
**SUB-GRANT REPORTING GUIDELINES**  
 Created November 7, 2012



methods used, and overall achievements gained with the funding. In addition, describe any outreach or additional activities done with the funding.

- \* Relate your achievements back to the original project proposal. Tie your accomplishments back to what you said you were going to accomplish in your original proposal narrative.
- Future work plans for the project area. How will the work accomplished through this project be continued in years to come? Is the area restored or does work still need to continue to achieve desired results?

**IV. ACCOMPLISHMENTS TABLE**

- \* Fill in the table below regarding what was accomplished with the funding

*Total Acres Treated	*Total Acres Surveyed/Mapped	*Acres Revegetated/Restored	*Total Acres Protected <sup>1</sup>	*# of people reached through outreach	*# of Biocontrol Releases Done

**V. BIOCONTROL TABLE** (If biocontrol was used, please fill in the table below and include in report)

Target Weed Species	Bio-control agent used	# of species released	Size of infestation (acres)	# of acres surveyed/inventoried	# of agents collected/relocated

\* **VI. PHOTOS** – All reports should include photo documentation (before, during, after) of all treatments. Photos of any educational activities and/or workshop participants are also encouraged for funds used toward education/outreach. Digital copies of photos are preferred.

\* **VII. PUBLISHED MATERIALS** - A copy of all published materials generated with grant funds must be included in the report (if applicable). This includes any materials printed elsewhere with support from these funds.

\* **VIII. LOGOS and DISCLAIMER** – For federal grants, the funding agency’s and Nevada Department of Agriculture logo and Civil Rights disclaimer must be attached to the report and on any published materials.



Logos are available electronically from the NDA office.

- The USFS Disclaimer is the following: *“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)”*

<sup>1</sup> One of the reporting requirements from the federal sponsor includes an overview of Acres/Areas protected. For example, did you eradicate an infestation of a species on private land neighboring a National Park before it was able to spread into the park? If so, you protected infestation of the total acreage that is the park. A similar example would be protection of wilderness areas and/or prime farmlands etc.

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