

Instructions for PGAP 2009 Accomplishments Report

All PGAP 2009 grant recipients are required to report to the State how they spent their grant funds. This report is due six months after the fiscal year end in which you spent the funds; however, you may submit it sooner than the deadline. We encourage you to submit your report as soon as possible. Your fiscal year end is indicated on page 1 of your contract.

Title	Instructions
Grantee Name	As it appears in the contract
Grantee Tax ID# or SSN	As it appears in the contract, page 1
Fiscal Year Reported	The fiscal year this report covers. Ex: Jan – Dec 2011 or July 2010 – June 2011
Date of this Report	Date report was filled out
Preparer of this Report	Self Explanatory
Question 1	Reminder – all grants funds must be spent by contract termination date. You will either submit one or two reports, depending on if you spend the funds in one or two fiscal years.
Question 2	What were the grant funds spent on? Remember, this money cannot be used to pay taxes.
Verification Signature	Signed by the person who signed the signature card. If emailing, an electronic signature in Word is acceptable as well as a PDF.

If you have questions or concerns about this report, please contact Holly Gilroy at (919) 707-3134 or by email at Holly.Gilroy@ncagr.gov or Kim Decker at (919) 707-3116 or by email at Kim.Decker@ncagr.gov.

Submitting Your Accomplishments Report

Reports are available online at <http://www.ncagr.gov/GAIN/index.htm> for printing and electronic submission. Reports may be typed or hand-written. The Accomplishments Report may be submitted to NCDA by one of the following methods:

- Email to Holly Gilroy at Holly.Gilroy@ncagr.gov or Kim Decker at Kim.Decker@ncagr.gov
- Fax to Kim Decker, (919) 715-5710
- Mail to NCDA&CS

Regular Mail (USPS)

Kim Decker, Marketing Specialist
NCDA&CS, Division of Markets
PO Box 27647
Raleigh, NC 27611

Express Mail (FedEx or UPS)

Kim Decker, Marketing Specialist
NCDA&CS, Division of Markets
2 West Edenton Street
Raleigh, NC 27601

Please remember, as stipulated in your Contract and Reporting Obligations attachment, all grantees are required to retain financial and other records relating to the awarded funds for a period of 5 years after initial grant award.

**Poultry Loss Contract Grant Financial Assistance Program 2009
Accomplishments Report**

Grantee Name:	
Grantee Tax ID# or SSN:	
Fiscal Year Reported:	
Date of this Report:	
Preparer of this Report:	

1. To date, have all grant funds been expended? If necessary, explain. (Another report will need to be submitted if all funds were not spent in the same fiscal year.)

2. Please give a brief summary about how grant funds were spent.*

I verify that this PGAP grant report represents all financial activity related to the receipt, use, and expenditure of grant funds for our fiscal year and that the expenditures reported were for the purposes set forth in the corresponding PGAP contract.

Signature

Date

*REMINDER: Grant recipients are to retain financial and other records relating to the awarded funds for a period of 5 years after initial grant award. Grant funds cannot be used to pay taxes.