

Pest Detection/CAPS Infrastructure Accomplishment Report – FY20XX

Year:	20XX
State:	
Cooperative Agreement Name:	
Cooperative Agreement Number:	
Project Funding Period:	
Project Report:	PD/CAPS Infrastructure Report
Project Document Date:	
Cooperators Project Coordinator:	
Name:	
Agency:	
Address:	
City/ Address/ Zip:	
Telephone:	
E-mail:	

Quarterly Report	<input type="checkbox"/>
Semi-Annual Accomplishment Report	<input type="checkbox"/>
Annual Accomplishment Report	<input checked="" type="checkbox"/>

A. 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:
 - Pest Detection / CAPS Survey Work:
 - Other APHIS or State Survey Work:
 - Committee Service:
- 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:

Note: Standardized metrics to report outreach efforts and accomplishments currently are under discussion and review by the National CAPS Committee. The Outreach section in this template may be updated before 2021 Accomplishment Reports are due. Any changes will be messaged out through the NCC.

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. Were all deviations from the work plan and Survey Summary Form corrected via the [Change Request](#) function on the [Survey Planning](#) page?)*

Check if objectives were not met due to the impact(s) of the coronavirus COVID-19. Explain how the impacts affected coordination, planning, surveys, and/or survey operations. *(Were all deviations from the work plan and Survey Summary Form corrected via the [Change Request](#) function on the [Survey Planning](#) page?)*

- B. 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.)*
- C. 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](#) to confirm data entry.*
- D. Supporting Documents **(if applicable)**