

LFPP Final Performance Report

OMB No. 0581-0287

As your project comes to you a close, according to the LFPP Terms and Conditions, you are required to file a final performance report. This report is due within 90 days of the end of the grant period.

This final report will be made available to the public once it is approved by LFPP staff. You are encouraged to write your report in a way that promotes your project's accomplishments. It will serve as not only a learning tool, but a promotional tool as well to support the hard work you and others like you are doing to promote availability and distribution of locally- and regionally-produced food products to U.S. communities.

For questions, contact LFPP staff at 202-720-2731 or USDALFPPQuestions@ams.usda.gov.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0287. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, or familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Local Food Promotion Program Final Performance Report

Grant Period of October 1, 20XX –

- Date of This Report:
- Recipient/Organization Name:
- Project Title Listed on Grant Agreement:
- Grant Number (15-25-G-XXXX):
- Project City/State:
- Year of Grant Award:
- Amount Awarded:
- Project Manager's Name/Telephone/Email:

Provide a brief summary regarding the goals and objectives, activities performed, beneficiaries, collaborators, and your most impressive (result) measurement.

Describe the general goals and objectives (scope) of the project:

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Describe the activities used to achieve the goals and objectives. This should correlate to project metrics stated in the proposal. Include significant contributions/roles of project partners.

Describe the accomplishments of the project based on benchmarks used throughout the grant's life cycle, including "before and after" measurements.

Who were the direct and indirect beneficiaries of this project?

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Discuss any lessons learned throughout the grant process. Would you have done anything differently? What worked well? What did not work well?